

# **PLACER COUNTY JAIL TRAINING**



# **TRAINEE BINDER**

# **JTO TRAINEE BINDER**



# PLACER COUNTY SHERIFF'S OFFICE

DEVON BELL  
SHERIFF-CORONER-MARSHAL

WAYNE WOO  
UNDERSHERIFF

## JTO Training Expectations

### Timeliness:

You will be on time for the start of every shift. You will be properly dressed and ready to work at the start of the shift. If an emergency requires you to be late, you are first to inform the on-duty sergeant and your JTO next.

### Start of Shift:

Once properly dressed with your equipment and you are ready to work, wait in the briefing room for your JTO. Any time spent at the jail will be used productively. If there are no matters requiring your attention, review your policy and general orders manual. Use your time wisely.

### Honesty:

Dishonesty will not be tolerated and will be grounds for immediate removal from the JTO program and this job. A dishonest person will not be allowed to work here. We expect mistakes. Own yours if you make a mistake and inform your JTO. Most issues in this line of work can be corrected and handled without the need for further action.

### During Shift:

You are responsible for both your safety and the safety of your partners. Your first responsibility is to make sure everyone safely goes home at night. Your second is to make Placer County a better place to live, work and play through positive interactions with the community or inmates, and proactive enforcement of the policies and rules of the jail.

Be prepared to work while on duty. Idle time will be reflected negatively in evaluations. Not engaging in active enforcement or completing your tasks is a disservice to the public we serve. In the early stages of the JTO program your JTO will assist you with finding opportunities for proactive enforcement. Nearing the end you will be expected to show willingness and drive to maintain an active level of proactive enforcement.

You will be expected to appropriately manage time. You must learn to manage your time when completing any paperwork while demonstrating your ability to handle a workload.

Do not bypass your JTO and ask other Correctional Officers or Deputies for advice. We encourage questions, but first have a decision in mind and have a reason how you came to that decision. If you're unsure what to do, first go to your JTO with some idea or plan to resolve the issue and see what they suggest.

You will be allowed the opportunity to debrief every situation you encounter. Any input should not be taken negatively. Your JTO's job is to help you succeed and become the best Deputy/Officer you can be; we train for



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success. Be prepared to discuss case law, constitutional and legal issues, policy, procedures and tactics before and after each situation.

Your JTO will discuss situations you may encounter after Jail Training. Because we work in a jail with a relatively low major incident rate, you will not encounter every possible scenario on training. At the completion of training, we need to be comfortable that you understand the necessary steps to resolve as many jail incidents as possible. You will be evaluated every shift. Be prepared to discuss what you did well as well as where you could improve. Learn from your mistakes; don't dismiss them with excuses.

## Off-Duty Conduct:

While off-duty, act as though the public knows you are a Placer County Correctional Officer or Deputy. Engaging in any behavior determined to be immoral, illicit or illegal will not be tolerated. Do not engage in any conduct detrimental to yourself or the Placer County Sheriff's Office. The Core Values apply to you both on-duty and off-duty. Make smart and sound decisions.

## On-Duty Conduct:

Maintain a high level of professionalism during all encounters. You will address each supervisor by their rank and last name. While in the presence of the inmates or public you will address your JTO, or other Officers/Deputies as "Correctional Officer/Deputy (insert last name)", while in private you are welcome to call them by their first name. Cell phones are not to be used on duty unless on a break. Please provide your family with the phone numbers at the jail to reach you in an event of an emergency.

## Questions:

Remember, we are here to help you become a successful Placer County Correctional Officer/Deputy Sheriff. Feel free to ask questions about any job-related topic or issues. Sometimes, your JTO may not answer your questions, but will instead have you research the answers because we feel it is a better way for you to learn. If we don't know the answer, we will work with you to find it.

Finally, if you see or hear any conduct or actions of any employee you find questionable, please bring it to your JTO's attention. If you are uncomfortable bringing issues to your JTO's attention, alert the JTO Sergeant immediately.

Please sign and turn in the signature page as it will be retained in your training file.



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## JTO Training Expectations Signature Page

Complete and turn in to your JTO

I have received, and understand, the JTO training expectations.

Trainee:

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

JTO:

\_\_\_\_\_

Date: \_\_\_\_\_

Sergeant:

\_\_\_\_\_

Date: \_\_\_\_\_

# Orientation

*Radio Codes*

*Title 15 Test*

*Sexual Harassment Test*

*General Orders Test*

*Inmate Classification*

*Report Writing Tips*

*Basic Gang Information*

# Radio Codes

The following is a list of codes used by the Placer County Sheriff's Office. The clear text equivalents shown have been edited to reflect the everyday use of the codes. When you are speaking with citizens or another agency, DO NOT use these codes; citizens typically are not familiar with code and other agencies may not use the same codes or have the same meaning as Placer County.

[REDACTED]

[REDACTED]

[REDACTED]

# Title 15 – Basic Knowledge Test

Complete and turn in to your JTO

Trainee Name: \_\_\_\_\_ Test Score: \_\_\_\_\_

This test is for the general working knowledge of Title 15 Guidelines to the Minimum Standards for Adult Local Detention Facilities by the California State Board of Corrections. You may use a book to answer these questions, however you should be able to recall from memory.

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_



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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Trainee: \_\_\_\_\_

Date: \_\_\_\_\_

JTO: \_\_\_\_\_

Date: \_\_\_\_\_

# General Order PERS 3 Test

## Sexual Harassment

**Complete and turn in to your JTO**

Trainee Name: \_\_\_\_\_ Test Score: \_\_\_\_\_

1. It is the policy of the Placer County Sheriff's Office that all employees have a work environment that is:
  - a. A fun place to be
  - b. Free of discrimination
  - c. Not respectful of the individual
  - d. All of the above
2. It is critical that all employees treat other employees with respect and dignity and in such a manner that does not offend the sensibilities of a co-worker.

True                      False

3. Sexual harassment is a form of discrimination that violates:
  - a. State Law
  - b. Federal Law
  - c. California Penal Code
  - d. Both A and B
  - e. Both B and C
4. This policy only applies to permanent county employees?

True                      False

5. As defined by the Federal Employment Opportunity Commission, sexual harassment may consist of:
  - a. Unwelcome sexual advances
  - b. Requests for sexual favors
  - c. Verbal or physical conduct of a sexual nature
  - d. All of the above
  - e. None of the above
6. It is the responsibility of each and every employee to know the policy and to follow it.

True                      False

7. Verbal harassment may include:
  - a. Derogatory sexual comments
  - b. Comments about the type of car you drive
  - c. Derogatory comments about the type of pet you have
  - d. None of the above
  - e. All of the above

8. If any person feels they are a victim of any form of sexual harassment, he/she is encouraged, whenever possible, to inform the harasser:
- a. Of his/her shoe size
  - b. That he/she can't swim
  - c. That the behavior is unwelcome or offensive
  - d. None of the above
  - e. All of the above

9. If the harassment is by a co-worker, the employee should present the complaint to his/her supervisor.

True                      False

10. It is acceptable to retaliate against a person who files a sexual harassment complaint?

True                      False

11. Disciplinary action up to and including termination will be instituted for sexual harassment behavior described in General Order PERS 3.

True                      False

*I acknowledge that I have received a copy of the Placer County Sheriff's Office General Order PERS 3.*

Trainee: \_\_\_\_\_

Date: \_\_\_\_\_

JTO: \_\_\_\_\_

Date: \_\_\_\_\_

# General Order OPER 1 Test

## Use of Force Policy

**Complete and turn in to your JTO**

Trainee Name: \_\_\_\_\_ Test Score: \_\_\_\_\_

1. Deadly force shall be used only when reasonable, given the facts and circumstances known to the officers at the time of encounter.  

True                      False
2. Force shall be used at an officer's discretion:
  - a. To defend himself/herself or others
  - b. To effect arrests or to prevent an escape from custody
  - c. To prevent the commission of a public offense
  - d. None of the above
  - e. All of the above
3. Factors influencing a particular level of force used by an officer may include:
  - a. Multiple suspects
  - b. Prior existing injuries of the officer
  - c. Apparent skill level of suspect
  - d. Officer's age, size & strength relative to that of the suspect
  - e. All of the above
4. Officers must maintain control of all enforcement situations at all times.  

True                      False
5. The situation – based force continuum includes the following actions ranked from lowest to highest:  

Command presence, verbal commands, weaponless control techniques/OC spray, chemical agents, canine, impact weapons and deadly force

True                      False
6. Penal Code section \_\_\_\_\_ provides that, "Every public officer who, under color of authority, without lawful necessity, assaults or beats any person", is guilty of a felony.
  - a. 197
  - b. 136.1
  - c. 149
  - d. 4
  - e. 26
7. For reporting purposes, the following are considered uses of force:
  - a. Use of chemical agent
  - b. Use of a baton
  - c. Use of any pain compliance techniques
  - d. Use of the carotid restraint
  - e. All of the above

8. The use of improper force occurs when the type or degree of force employed was either excessive or unreasonable.

True

False

9. Impact weapons should never intentionally be used against the:
- a. Head
  - b. Neck
  - c. Spine
  - d. Heart
  - e. Groin
  - f. All of the above

*I acknowledge that I have received a copy of the Placer County Sheriff's Office General Order OPER 1.*

Trainee: \_\_\_\_\_

Date: \_\_\_\_\_

JTO: \_\_\_\_\_

Date: \_\_\_\_\_

# AUBURN JAIL

## INMATE CLASSIFICATIONS BY HOUSING UNIT

10/21/2020

[REDACTED]

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# SOUTH PLACER JAIL

INMATE CLASSIFICATIONS BY HOUSING UNIT

10/21/2020



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PERS3*



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# Ten Tips for Writing Reports Efficiently

December 25, 2011

By [Jean Reynolds](#)

Article Source: [http://EzineArticles.com/?expert=Jean Reynolds](http://EzineArticles.com/?expert=Jean_Reynolds)

Try using these 10 tips the next time you write a police report, and you'll be able to complete your paperwork more quickly and efficiently. And that's only one of the benefits. Anyone who reads your report (a lieutenant, reporter, or attorney) will be impressed by your professionalism and writing ability. You will have avoided outdated (and time-wasting) wordiness that characterizes so much police writing.

1. Use names and pronouns (I, he, her) when you write about yourself and others at the scene. Avoid outdated expressions like "this officer" and "the abovementioned witness" or "victim 1."

In the past some officers were taught that impersonal terminology guaranteed objectivity and accuracy. Not true! You have the same integrity whether you're calling yourself "I" or "this officer." And think about this: if you were testifying in court, and sworn to tell the truth, you would use everyday language ("I," "me") in your testimony. Follow the same practice in your reports.

2. Limit yourself to one idea per sentence.

Short, straightforward sentences are easy to read and understand, saving time for everyone. (You'll especially appreciate this time-saving tip when you're reviewing a report to prepare for a court hearing.) The longer a sentence is, the more likely you are to make an error.

3. Start every sentence with a person, place, or thing.

Normal sentence structure in English begins with a noun, and the grammar is simple: Just put a period at the end. Complicated sentences, on the other hand, require complicated punctuation, and they open the door to sentence errors.

4. Try to limit yourself to three commas per sentence.

If a sentence has more than three commas, it's probably too complicated to be read easily, and it may contain usage or punctuation errors.

5. Be as clear and specific as possible.

"Contacted" is vague: Did you visit, phone, or email the witness? "Residence" is just as confusing: House, apartment, mobile home, condo? Always strive for clarity.

6. Use simple language.

"Since" is easier to understand (and write) than "inasmuch as." "Pertaining to" is a fancy (and time-wasting) way to write "about."

7. Stick to observable facts.

Conclusions, guesses, hunches, and other thought processes do not belong in a report. Stick to the facts. A statement like "He was aggressive" won't stand up in court. You can, however, write "Jackson clenched his fists and kicked a chair."

8. Write in paragraphs.

Organizing information in groups (what each witness told you, what actions you did, what evidence you collected) has two important benefits: Your report is more logical, and it's easier to read and understand later on.

9. Use active voice.

A widespread (and mistaken) notion in law enforcement says that passive voice guarantees objectivity and accuracy. False. Writing a sentence like "A revolver was seen under the nightstand" does not guarantee that you're telling the truth. It's much simpler just to write "I saw a revolver under the nightstand." That's what you would say in court, isn't it?

10. Use bullet style.

You've probably been writing shopping lists all your life. Use the same format when you're recording several pieces of related information, like this:

Larry Holden told me:

- He and Sharon have been "fighting a lot"
- She was drunk when he came home from work
- She threw a package of frozen chicken at him
- He didn't touch her

These 10 tips can transform your report writing, making you more professional, more up-to-date, and more efficient. Don't try to follow all 10 right away. Choose one or two to focus on until they become second nature; then go on to one or two more. Keep learning and growing until you've become proficient with all 10.

One more suggestion: Share what you're learning with other officers: Your entire agency will benefit, and you'll be developing your leadership skills. When report writing improves, everyone, especially you, benefits.

Jean Reynolds, Ph.D. is Professor Emeritus of English at Polk State College, where she taught report writing and communication skills in the criminal justice program. She is the author of seven books, including *Police Talk* (Pearson), cowritten with the late Mary Mariani. Go to <http://amzn.com/0578082942> for information about her book *The Criminal Justice Guide to Report Writing for Officers*.

<http://EzineArticles.com/?Ten-Tips-for-Writing-Police-Reports-Efficiently&id=6771481>

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# Auburn Jail- Phase 1- Floor Officer

*Phase 1 Policy Check Off*

*Floor Officer Duties Check Off*

*Door & Practical Test*

## Phase 1 (FLOOR) Policies

***Replace this  
page with the  
excel file***

# FLOOR OFFICER DUTIES CHECK OFF SHEET

**Complete and turn in to your JTO**

**INSTRUCTED/ DEMONSTRATED**

1. Explain the minimum staffing for the floor within the jail.  
(1-2 staffing)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

- 
2. Explain the use of the inmate picture cards. (3-6 inmate picture cards)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

- 
3. Explain what effects Ad-Segs and other classifications have on the procedure for housing inmates in the various tanks.  
(3-9 classification, 3-10 Ad Seg)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

- 
4. Locate water and television shut-offs for each housing unit and locate each storage and utility closets per tank. (2-14 floor officer)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

- 
5. Explain the importance of leaving the utility closet locked.  
(2-14 floor officer)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

- 
6. Explain the restrictions for officers giving or receiving gifts, presents or other items to or from inmates and/or Citizens.  
(1-25 staff fraternization)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

7. Explain the purpose and frequency for cell checks and the reasons for them. (9-8 safety checks, 1-46 PREA)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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8. Explain the difference between formal and informal counts and the reasons for each. (9-12 head counts)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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9. Explain the type and amount of clothing an inmate will be issued. (4-2 clothing/ linen)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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10. Explain the proper procedure for feeding inmates in the various housing unit locations and the frequency of serving. (8-1 meal services, 8-3 special diets)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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11. Explain the minimum requirements, and supervision for dayroom/ recreation activities over a seven day period to be offered to inmates. (4-9 showers, 6-13 recreation, 6-19 phones, title 15)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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12. Explain what types of books, newspapers, and magazines inmates are not allowed receive. (6-16 incoming mail)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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13. Explain the proper procedures to follow during an inmate housing search. (9-5 searches)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

14. Explain when, and why, the room condition check list is to be completed. (9-10 room condition check list)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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15. Explain the procedure for inmates to receive legal mail/material and access law library. (6-17 law library, 6-16 legal mail)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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16. Explain the procedures to be followed in the event you discover an inmate who has attempted suicide.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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17. Explain the procedures to be followed in the event of an inmate death. (1-16 inmate death)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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18. Explain and demonstrate how to properly verify an escape. (9-1 escape)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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19. Explain the procedures for movement of inmates within the facility. How are Inmates classified as "Two Officer Move" different? (3-9 classification, 2-46 two officer move, 5-3 disciplinary lockdown)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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20. Explain the procedures for documenting sexual assaults by inmates. (1-46 PREA)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

21. Explain the evacuation procedures for all housing units.  
(10-7 evac procedures)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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22. Explain when inmates will be allowed to use the phones and  
televisions. (4-9 showers, 6-19 telephones, title 15)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

23. Explain the procedure for handling inmate mail. Explain sorting,  
scanning, and distribution. Explain differences of inmate mail  
between days and nights. (6-16 incoming mail, 11-13 outgoing  
mail)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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24. Explain how inmates can participate in the following activities:

-attorney/professional visits

Date \_\_\_\_\_

-educational services

JTO \_\_\_\_\_

-dayroom/recreation

-commissary

Trainee \_\_\_\_\_

-religious services

-social visits

-AA/NA visits

(6-5 access to counsel, 6-7 religious services, 6-8 inmate rights,  
6-12 education, 6-15 inmate visits, 6-14 commissary, 2-45  
programs officer)

25. Explain and demonstrate how to stand by with medical staff. (2-  
33 medical officer, 7-10 pill call, 7-11 dental, 7-1 sick call)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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26. Explain and demonstrate how to collect and distribute the  
contents of the Floor Officers mailboxes periodically during your  
assigned shift. (2-13 L/M officer, 2-14 floor officer)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_



27. Explain and demonstrate how to collect, process and disseminate Inmate Request Forms, Inmate Discipline Forms, and Inmate Grievance Forms. (2-13 L/M officer, 2-14 floor officer).

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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28. Tour of Jail exterior. Show and explain the following:

-exterior fence gates

Date \_\_\_\_\_

-exterior utility closets

JTO \_\_\_\_\_

-exterior camera locations

-roof tour and all access points

Trainee \_\_\_\_\_

-proper perimeter checks

(2-25 Compliance officer)

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29. Demonstrate how to properly maintain housing unit logs for your assigned shift. (2-14 floor officers)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

I have had all of the above training items explained and or demonstrated to me and have had the opportunity to discuss any issues with my JTO

Trainee: \_\_\_\_\_

Date: \_\_\_\_\_

JTO: \_\_\_\_\_

Date: \_\_\_\_\_

# Phase One (AJ) Test

## PRACTICAL TEST

**Complete and turn in to your JTO**

This test will be given twice during your training period. Once during phase one of your training and once during the last part of phase two training.

Trainee Name: \_\_\_\_\_ Test Score: \_\_\_\_\_

1.

[illegible]

10. [REDACTED]

[REDACTED]

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Trainee: \_\_\_\_\_

Date: \_\_\_\_\_

JTO: \_\_\_\_\_

Date: \_\_\_\_\_

# PHASE 1 (FLOOR) Policies

Complete and turn into your JTO

Policy	Policy Title	Date Read	Initials
2-25	COMPLIANCE OFFICER (T-15)		
2-26	ADMIN. LEGAL CLERK		
2-33	MEDICAL OFFICER		
2-38	A & B POD (SPJ)		
2-39	G POD OFFICER (SPJ)		
2-42	SHIFT SERGEANT (SPJ)		
2-43	GANG		
2-45	PROGRAMS OFFICER		
2-46	2 OFFICER MOVES (I/M)		
3-6	INMATE PICTURE CARD		
3-7	INMATE WRISTBANDS		
3-9	CLASSIFICATION OF INMATES		
3-10	ADMIN. SEGREGATION		
4-2	CLOTHING LINEN		
4-3	CLOTHING/LINEN EXCHANGE		
4-4	INMATE HAIRCUTS		
4-6	MATTRESS MAINTENANCE		
4-7	ISSUING OF CLEANING SUPPLIES		
4-8	INMATE ELECTRIC RAZORS		
4-9	INMATE SHOWERS		
5-2	INMATE LOCKDOWN		
5-3	DISCIPLINARY SEPARATION		
5-8	INMATE RULES & INFO		
5-10	MS4 ASSIGNED TO 619		
6-5	INMATE ACCESS TO COUNSEL		

Policy	Policy Title	Date Read	Initials
8-3	SPECIAL DIETS		
9-1	ESCAPE		
9-3	RIOT/DISTURBANCE		
9-5	FACILITY SHAKEDOWNS		
9-6	KEY CONTROL & INVENTORY		
9-8	INMATE CELL/SAFETY CHECKS		
9-9	SECURED AREAS		
9-10	ROOM CONDITION CHECK LIST		
9-12	FORMAL/INFORMAL COUNTS		
9-13	PREGNANT INMATES		
10-1	EMERGENCY RESPONSE		
10-2	FLAMMABLE MATERIAL		
10-4	EMERGENCY T-15 DISRUPTION		
10-5	EMERGENCY SHUT-OFF AJ		
10-6	MAJOR DISASTER PLAN		
10-7	FIRE RESPONSE & EVACUATION		
10-9	HOSTAGE		
10-10	EMERGENCY SHUT-OFF SPJ		
10-12	FACILITY INSPECTION REPORT		
10-13	RESPONSE TO JUVENILE HALL		
11-9	INMATE IN-CUSTODY FILES		
11-10	PROFESSIONAL VISIT ALARMS		
11-11	PROPERTY/MONEY RELEASE		
11-13	OUT-GOING INMATE MAIL		
11-18	GENERAL DO'S & DON'TS		

Trainee Name: \_\_\_\_\_

# Auburn Jail- Phase 2 – Housing Units

*Phase 2 Policy Check Off*

*Central / Housing Unit Check Off*

*Central / Housing Unit Test*

*Floor Test*



## Phase 2 (HOUSING) Policies

***Replace this  
page with the  
excel file***

# HOUSING CONTROL CHECK OFF SHEET

Complete and turn in to your JTO

## INSTRUCTED/ DEMONSTRATED

1. Explain and demonstrate how to collect the U.S. Mail for scanning and distribution throughout the jail. (6-5 inmate access to counsel, 6-16 incoming inmate mail)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

2.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

3. Demonstrate how to communicate with staff and inmates via the intercom system. (9-11 intercoms)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

4.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

5.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

6.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

7.

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8.

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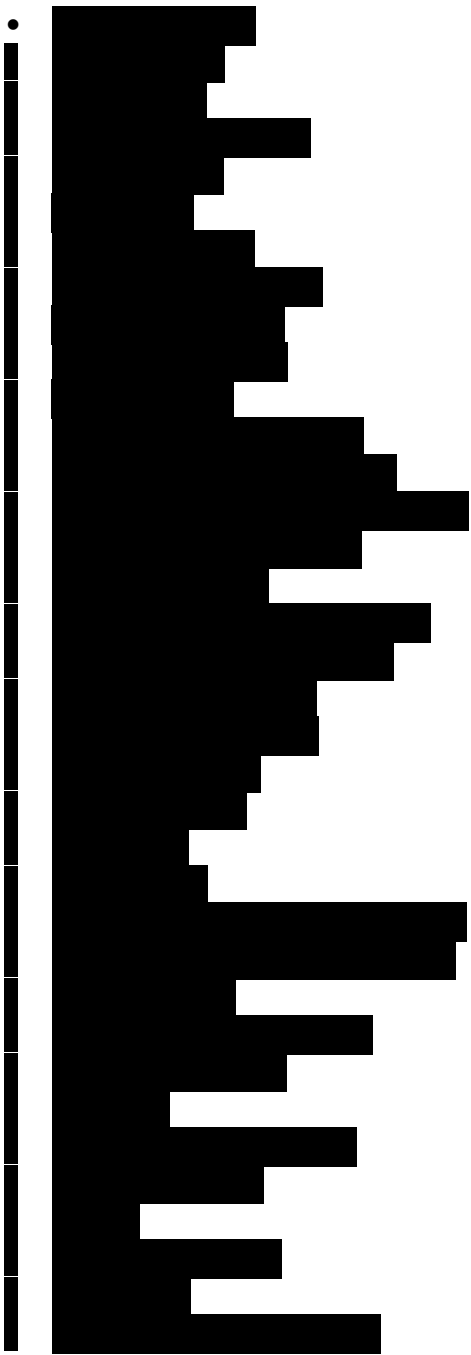
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Date \_\_\_\_\_  
JTO \_\_\_\_\_  
Trainee \_\_\_\_\_

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I have had all of the above training items explained and or demonstrated to me and have had the opportunity to discuss any issues with my JTO

Trainee: \_\_\_\_\_

Date: \_\_\_\_\_

JTO: \_\_\_\_\_

Date: \_\_\_\_\_

# Auburn Jail- Housing Unit

## DOOR AND PRACTICAL TEST

**Complete and turn in to your JTO**

Trainee Name: \_\_\_\_\_ Test Score: \_\_\_\_\_

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Trainee: \_\_\_\_\_

Date: \_\_\_\_\_

JTO: \_\_\_\_\_

Date: \_\_\_\_\_

# Phase One & Phase Two Test

## Auburn Jail - PRACTICAL TEST

**Complete and turn in to your JTO**

This test will be given twice during your training period. Once during phase one of your training and once during the last part of phase two training.

Trainee Name: \_\_\_\_\_ Test Score: \_\_\_\_\_

[Redacted content]



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Trainee: \_\_\_\_\_

Date: \_\_\_\_\_

JTO: \_\_\_\_\_

Date: \_\_\_\_\_

# PHASE 2 (HOUSING) Policies

Complete and turn into your JTO

Policy	Policy Title	Date Read	Initials
1-1	CHAIN OF COMMAND		
1-3	SHIFT BRIEFING		
1-4	UNIFORM & GROOMING		
1-5	DAILY JAIL ROSTER		
1-9	HOUSING UNIT & POD LOGBOOKS		
1-11	RADIO COMMUNICATION		
1-18	GUARDING INMATE'S AT HOSPITAL		
1-24	OBTAINING JAIL VEHICLE KEYS		
1-26	STAFF BREAKS		
1-35	TRANSPORT OF PRISONERS		
1-41	AM/FM RADIOS FOR INMATES		
1-47	SECURITY ELECTRONICS SYSTEM		
2-1	CORRECTIONS COMMANDER		
2-3	SHIFT SERGEANT		
2-7	CLASSIFICATION		
2-8	FACILITY SERVICES		
2-9	TRANSPORT DEPUTY		
2-10	JAIL TRAINING PROGRAM		
2-15	CENTRAL CONTROL AJ		
2-16	HOUSING UNIT 2 CONTROL AJ		
2-17	HOUSING UNIT 3 CONTROL AJ		
2-30	HOUSING UNIT 4 CONTROL AJ		
2-32	VISITING OFFICER		
2-35	CENTRAL CONTROL SPJ		
2-36	HOUSING UNIT 1 CONTROL SPJ		

Policy	Policy Title	Date Read	Initials
2-37	HOUSING UNIT 2 CONTROL SPJ		
2-40	UTILITY OFFICER		
4-10	VERMIN CONTROL INMATE PROPERTY		
5-1	INCIDENT REPORTS		
5-5	I/M WORKERS/PRESENTENCING M/S		
5-7	DISCIPLINARY RULES OF CONDUCT		
5-9	DISCIPLINE SCHEDULE		
6-1	INMATE RIGHT OF EXPRESSION		
6-2	INMATE ACCESS TO COURT		
6-3	ACCESS TO PROBATION/PAROLE		
6-4	INMATE ACCESS TO MEDIA		
6-10	INMATE WELFARE FUND		
6-11	NOTICE OF DEMAND FOR TRIAL		
6-18	INMATE LIBRARY SERVICE		
6-22	INMATE PHONE MONITORING		
7-3	COMMUNICABLE DISEASE PROTOCOL		
7-14	USE OF AED		
9-4	CONTROL OF SECURITY DOORS		
9-11	INTERCOMS IN PODS		
10-3	BOMB THREATS		
10-11	CRITICAL INCIDENT CAMERAS		
11-16	VISITOR BADGES		
11-19	REHOUSING OF DANGEROUS INMATES		
11-20	BOARD/SCREEN TAKEOVER		

Trainee Name: \_\_\_\_\_

# SPJ – Phase 1 – Floor

*SPJ Floor Check Off*

*SPJ Floor Test*

*Code/ Phonetic Alphabet Test*

# SPJ FLOOR OFFICER DUTIES

## CHECK OFF SHEET

Complete and turn in to your JTO

### INSTRUCTED/ DEMONSTRATED

1. Explain the minimum staffing for the floor within the jail.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

- 
2. Explain the use of the inmate picture cards. (3-6 inmate picture card)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

- 
3. Explain what effects Ad-Segs and other classifications have on the procedure for housing inmates in the various tanks. (3-9 classification of inmates)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

- 
4. Know the location of the jail kitchen and laundry facility. Know what classification of inmates work in each as well as typical days/times inmates work in the kitchen and laundry.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

- 
5. Locate storage and utility closets for the housing units.

- Unit One Pods A&B
- Infirmary
- Unit Two Pods C,D,E,F
- G pod

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

- 
6. Explain the importance of leaving the utility closet locked.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

7. Demonstrate procedure for clearing inmate workers from kitchen or laundry and returning them to secure parts of the facility.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

8. Explain when and how cell checks are made. (2-14 floor officers, 9-8 inmate cell/ safety checks)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

9. Explain when, and why, the room condition check list is to be completed. (9-10 room condition check list)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

10. Demonstrate how to conduct inmate counts. Formal and informal.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

11. Explain the type and amount of clothing an inmate will be issued.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

12. Explain & demonstrate how to conduct a weekly clothing exchange (4-3 clothing/ linen exchange)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

13. Explain the proper procedure for feeding inmates in the various housing unit locations and the frequency of serving. (8-1 meal counts & service)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

14. Explain how inmates at court or in transit from other facilities get fed.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

15. Demonstrate how to 'check in' a visitor in the front lobby.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

16. Demonstrate how to belly chain an inmate for court or transport.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

17. Explain the procedures for an inmate to release any and/or all property from custody. (11-11 property/ money release)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

18. Explain and demonstrate how to document and process "Property Release" forms. (11-11 property/ money release)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

19. Explain the proper procedures to follow during an inmate cell search.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

20. Explain the procedure to follow in the event of a facility power failure.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_



21. Explain the procedures to be followed in the event you discover an inmate who has attempted suicide.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

22. Explain the procedures to be followed in the event of an inmate death. (1-16 inmate death)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

23. Explain and demonstrate how to properly verify an escape. (9-1 escape)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_



Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

25. Explain the procedures for documenting sexual assaults by inmates.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_



Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

27. Demonstrate how to log inmate work events (TRST) or (KITC) for MS workers.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

28. Explain the procedure for handling inmate mail. Explain sorting, scanning, and distribution. Explain differences of inmate mail between days and nights.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

29. Explain how inmates can participate in the following activities:

- Attorney/ professional visits
- Educational services
- Dayroom/ recreation
- Commissary
- Religious services
- Social visits
- AA/NA visits

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

30. Explain and demonstrate how to properly supervise and conduct visiting and professional visits.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

31. Explain and demonstrate how to properly supervise outdoor recreation activities.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

32. Explain and demonstrate how to stand by with medical staff during:

- Sick Call
- Pill Call
- Health Appraisals

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

33. Explain and demonstrate how to collect and distribute the contents of the Floor Officers mailboxes periodically during your assigned shift.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

34. Explain and demonstrate how to collect, process and disseminate Inmate Discipline Forms and Inmate Grievance Forms.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

35. Obtain a Telmate login and demonstrate the ability to view and respond to inmate requests via the Telmate tablet.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

36. Location and tour of Minimum Security. explain duties of each barracks officer.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

37. Explain the procedure to follow when MS inmates return from outside work crews.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_



Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

39. Explain the differences between contact and non-contact visits. Show location of non-contact visit rooms and demonstrate how to handle non-contact visits.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

**Positions/ Dates Worked**

Floor 2

\_\_\_\_\_

\_\_\_\_\_

A pod

\_\_\_\_\_

\_\_\_\_\_

Floor 3

\_\_\_\_\_

\_\_\_\_\_

B pod

\_\_\_\_\_

\_\_\_\_\_

*[ continued on next page ]*

G pod/ Minimum Security

Medical

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

I have had all of the above training items explained and or demonstrated to me and have had the opportunity to discuss any issues with my JTO

Trainee: \_\_\_\_\_

Date: \_\_\_\_\_

JTO: \_\_\_\_\_

Date: \_\_\_\_\_

# SPJ Floor Test

Complete and turn in to your JTO

Trainee Name: \_\_\_\_\_ Test Score: \_\_\_\_\_

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Trainee: \_\_\_\_\_

Date: \_\_\_\_\_

JTO: \_\_\_\_\_

Date: \_\_\_\_\_

**Complete and turn in to your JTO**

Trainee Name: \_\_\_\_\_ Test Score: \_\_\_\_\_

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Trainee: \_\_\_\_\_

Date: \_\_\_\_\_

JTO: \_\_\_\_\_

Date: \_\_\_\_\_

# SPJ – Phase 2 – Housing Units

*SPJ Housing Unit Check Off*

*SPJ Familiarization Training Check Sheet*

# SPJ HOUSING UNIT OFFICER DUTIES

## CHECK OFF SHEET

Complete and turn in to your JTO

INSTRUCTED/ DEMONSTRATED

### CENTRAL CONTROL

- 
1. Demonstrates ability to open doors for hallway traffic without mixing classifications in the hall.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

- 
2. Demonstrates ability to radio incoming inmates into housing units.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

- 
3. Maintains security at main gate by identifying delivery trucks, maintenance vehicles, patrol units, etc. and notifies appropriate party prior to admittance. Does not allow unauthorized vehicles through security gates.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

- 
4. Maintains awareness of perimeter gates and ensures they are secure at all times.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

- 
5. Understands function of fire alarm system and meaning of 'on' fire watch and 'off' fire watch.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

- 
6. Knows how to call EMS for code 2 response.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

7. Knows how to call EMS for code 3 response.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

8. Demonstrates ability to contact floor officers for inmate pat-down following contact visits.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

9. Demonstrates ability to contact floor officers for inmates needing belly-chains put on/taken off when coming/going from court tunnel.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

[REDACTED]

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

[REDACTED]

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

[REDACTED]

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

## 2 HOUSE OFFICER

[REDACTED]

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

[REDACTED]

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_



Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

4. Demonstrates the ability to run dayroom/ rec yard programs in C,D,E, F pods (by tier, group, or single cell).

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

5. Demonstrates the ability to complete the meal count sheet and give an accurate count to kitchen staff.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

6. Demonstrates the ability to log Group and Individual Title 15 events in Tiburon.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

7. Demonstrates the ability to call inmates out for court, medical, and education in a safe manner without mixing classifications.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

8. Understands the use of non-contact visiting room and the viz-vox visiting system and how/when to send inmates to visits.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

9. Knows the location of the law library, how to maintain the law library list and log LLAW events.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

10. Knows how to find the meal count sheet, Title 15 schedule, cell check sheet, court list template, education list, and inmate rule book in '2 house files'.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

11. Knows how to log a meal refusal (event, incident, and refusal form).

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

12. Knows how to create a Title 15 schedule (night shift).

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

13. Knows how to create a court list (night shift).

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

14. Understands procedure for mail scanning, labeling, and distribution (night shift).

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

15. Understands procedure for email printing and distribution (night shift).

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

16. Understands procedure for withholding mail and how to complete the withheld mail form (night shift).

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

17. Demonstrates the ability to create a 'move' event and create rosters (location, head count, alpha) in Tiburon.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

---

18. Demonstrates the ability to make maintenance requests via the 'CMS portal'.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

[Redacted]

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

[Redacted]

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

[Redacted]

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

22. Knows how to suspend an inmate's tablet privilege and check status of inmate's tablet permission.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

**TOUCHSCREEN**

1. Familiarization checklist

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

2. Has obtained touchscreen login and set up password

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

**Positions/ Dates Worked**

Central Control

2 House

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have had all of the above training items explained and or demonstrated to me and have had the opportunity to discuss any issues with my JTO

Trainee: \_\_\_\_\_

Date: \_\_\_\_\_

JTO: \_\_\_\_\_

Date: \_\_\_\_\_



# South Placer Familiarization Training

EMPLOYEE'S NAME (LAST, FIRST)

BADGE #

TRAINER'S NAME (LAST, FIRST)

BADGE #

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	2019	2020	2021	2022
• <b>Revenue</b>	\$17.6M	\$18.0M	\$18.0M	\$18.0M
• <b>Operating Profit</b>	\$1.0M	\$1.0M	\$1.0M	\$1.0M
• <b>EBITDA</b>	\$1.0M	\$1.0M	\$1.0M	\$1.0M
• <b>Adjusted EBITDA</b>	\$1.0M	\$1.0M	\$1.0M	\$1.0M
• <b>Net Income</b>	\$0.5M	\$0.5M	\$0.5M	\$0.5M
• <b>Diluted EPS</b>	\$0.05	\$0.05	\$0.05	\$0.05

I, \_\_\_\_\_ have read all of the required policies for the South Placer Jail.

Print name

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TRAINER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TRAINING SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Phase 3 – Booking

*Welcome to Phase 3*

*Phase 3 Policy Check Off Policies*

*Intake and Booking Officer Duties Check Off*

*Intake Test*

*Practical Test*

*Booking Policy & Procedure Test*

*Booking Hierarchy of Charges Test*

*Booking Training Reminders*

*Common Release Types*

*Hierarchy of Charges*

*DNA Paper & Specimen Procedures*

*Intercept Training Checklist*

*Intercept Radiation Safety Quiz*

## Phase 3 (BOOKING) Policies

***Replace this  
page with the  
excel file***

# INTAKE AND BOOKING OFFICER DUTIES

## CHECK OFF SHEET

Complete and turn in to your JTO

### INSTRUCTED/ DEMONSTRATED

1. Explain the primary duties at the time of Intake (3-2 medical screening, 3-1 intake/ booking inmate property, 3-15 inmate funds taken at booking)

- Intake searches/pat downs
- Medical evaluations
- Property/Clothing form
- Money count/verification
- Jewelry verification
- Inventory of all other property
- Bagging of large items
- Bagging of small items
- Securing money
- Making bags/envelopes
- Assisting other intake officers as needed

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

- 
2. Identify those items of property that will not be accepted into the jail.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

- 
3. Explain the procedure for the handling of money taken at the booking counter. (3-15 inmate funds taken at booking)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

- 
4. Explain importance of reviewing all arresting officer's paperwork prior to releasing officer from booking.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

- 
5. Identify the required forms necessary to book a prisoner into the jail.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

6. Explain how to observe behavior & monitor the welfare of those arrestees in multiple holding cells at intervals of no more than 15 minutes. (3-12 sobering cell)	Date _____ JTO _____ Trainee _____
7. Demonstrate how to complete the "Safety/ Detoxification/ Observation Log Sheet" for all arrestees confined in a safety, observation, or sobering cells. (3-11 safety cell)	Date _____ JTO _____ Trainee _____
8. Locate and explain the procedure for use of the safety cells. (3-11 safety cell)	Date _____ JTO _____ Trainee _____
9. Locate and explain the use of the sobering cells. (3-12 sobering cell)	Date _____ JTO _____ Trainee _____
10. Locate and explain procedure for the use of the observation cells.	Date _____ JTO _____ Trainee _____
11. Explain and demonstrate the use of the Safety/Restraint Chair. (7-6 safety restraints)	Date _____ JTO _____ Trainee _____
12. Explain how to distribute and maintain the supply of booking forms at the individual booking stations.	Date _____ JTO _____ Trainee _____
13. Explain the importance of keeping proper security in the clothing/property room.	Date _____ JTO _____ Trainee _____
14. Explain and demonstrate how to use the PAZ/Breath testing device and how to properly log the test.	Date _____ JTO _____ Trainee _____

15. Explain how to advise arrestees of their rights to make telephone calls. (6-19 inmate telephone access)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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16. Explain the procedure for handling 647(f) PC arrests.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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17. Demonstrate how to correctly complete computerized booking forms.

Date \_\_\_\_\_

- Admit Record
- Charge Record
- Property Receipt
- Money Receipt
- Medical Screening
- Phone Call Form
- Phone Recording Notification Form
- Classification Form
- 821/822 PC Hold & Defend Form
- Transfer of Identex and TFP data
- DMV Notification Form

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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18. Explain file folder colors and what each color represents.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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19. Demonstrate how to correctly assemble an inmate's booking file.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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20. Demonstrate how to review and disseminate arrest documentation, including fingerprint cards.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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21. Demonstrate how to complete the information sheet and photograph in the Photo Imaging System. (TFP)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

22. Demonstrate how to complete information and properly fingerprint arrestee's (IDENTEX)	Date _____ JTO _____ Trainee _____
23. Demonstrate how and what to issue new inmates before housing. (4-2 clothing/ linen)	Date _____ JTO _____ Trainee _____
24. Explain how to properly secure a new arrestees clothing in the property room. (3-3 inmate property)	Date _____ JTO _____ Trainee _____
25. Demonstrate how to properly complete a strip search. (3-18 intake/ strip searches)	Date _____ JTO _____ Trainee _____
26. Demonstrate how to prepare an inmate wristband and properly securing it to an inmate's wrist. (3-7 inmate wristbands)	Date _____ JTO _____ Trainee _____
27. Explain how you answer questions from inmates regarding facility rules and regulations, and how to refer inmates to an appropriate source, if necessary. (3-4 inmate orientation)	Date _____ JTO _____ Trainee _____
28. Explain what to do with vermin -invested/ soiled clothing.	Date _____ JTO _____ Trainee _____
29. Demonstrate how you dress out an inmate scheduled for release.	Date _____ JTO _____ Trainee _____
30. Demonstrate how to direct and correctly release inmates who are being transferred to another jurisdiction. (3-17 inmate release)	Date _____ JTO _____ Trainee _____

31. Demonstrate how to issue an 853.6 PC (P.T.A.) citation with the correct court number and court date. Demonstrate both in the charge screen as well as by hand.	Date _____ JTO _____ Trainee _____
32. Demonstrate how to release an inmate in the computer.	Date _____ JTO _____ Trainee _____
33. Explain how to obtain a bail increase. Demonstrate how to log on arrest report and enter into computer.	Date _____ JTO _____ Trainee _____
34. Demonstrate how to physically release an inmate from custody. (3-17 inmate release)	Date _____ JTO _____ Trainee _____
35. Explain the policy on feeding arrestees in booking. (8-1 meal counts and service)	Date _____ JTO _____ Trainee _____
36. Demonstrate how to brief the oncoming booking shift.	Date _____ JTO _____ Trainee _____
37. Demonstrate how to conduct beginning of watch inmate counts in the booking area.	Date _____ JTO _____ Trainee _____
38. Demonstrate and explain how to process a DNA draw. Explain paperwork, signatures necessary, fingerprints, how mouth swab is conducted, how the paperwork is distributed, and securing of DNA evidence. Explain importance of evidence control.	Date _____ JTO _____ Trainee _____
39. <div></div>	Date _____ JTO _____ Trainee _____



40. Explain the evacuation procedure for the intake and booking area.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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41. Locate fire alarm in booking area.

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

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42. Explain and demonstrate how to release any and all property, including funds, from custody. (3-3 inmate property, 3-19 release of inmate funds)

Date \_\_\_\_\_

JTO \_\_\_\_\_

Trainee \_\_\_\_\_

I have had all of the above training items explained and or demonstrated to me and have had the opportunity to discuss any issues with my JTO

Trainee: \_\_\_\_\_

Date: \_\_\_\_\_



JTO: \_\_\_\_\_

Date: \_\_\_\_\_

# Jail Training Intake Test

Complete and turn in to your JTO

Trainee Name: \_\_\_\_\_ Test Score: \_\_\_\_\_

1.   

2. An arrestee's payroll check should be put in a money envelope to be put on his books.
  - a. TRUE \_\_\_\_ FALSE \_\_\_\_
3. An arrestee brought in for drunk driving who was in an automobile accident and suffered a head injury must be cleared at the hospital prior to booking.
  - a. TRUE \_\_\_\_ FALSE \_\_\_\_
4. A very intoxicated subject is brought in and states he detoxes from alcohol and is suicidal. Where should the subject be placed prior to being booked?
  - a. \_\_\_\_\_
5. How many phone calls is an arrestee entitled to make (per 851.5 PC) upon being brought into the jail?
  - a. \_\_\_\_\_
6. To whom may these calls be made to?
  - a. \_\_\_\_\_
7. What items is an arrestee given prior to being housed?
  - a. \_\_\_\_\_
8. If an arrestee asks, you should recommend one of the local bail bond agencies so the bail can be processed more quickly.
  - a. TRUE \_\_\_\_ FALSE \_\_\_\_
9. All arrestees should be handcuffed prior to entering the jail.
  - a. TRUE \_\_\_\_ FALSE \_\_\_\_
10. You can only put one subject at a time in cells 19 and 20.
  - a. TRUE \_\_\_\_ FALSE \_\_\_\_

11. An arrestee who has been struck with a baton while resisting arrest must be cleared at the hospital prior to being accepted at the jail.

a. TRUE \_\_\_\_\_ FALSE \_\_\_\_\_

12. Upon performing an intake, you count \$254.00 of the arrestee's money. The arrestee claims there was another \$2,000.00 in his wallet. What should you do?

a. \_\_\_\_\_

13. What is the minimum amount of money placed into a money envelope?

a. \_\_\_\_\_

14. When do you need a Sergeant to verify the arrestee's money amount?

a. \_\_\_\_\_

15. A subject is brought in for a child molestation charge. The subject states he is not suicidal but will not answer questions, is crying, and refuses to sign any paperwork. What should you do?

a. \_\_\_\_\_

16. Which forms go with what type of paperwork?

a. Fresh Arrest:

- \_\_\_\_\_

b. Two in county warrants only:

- \_\_\_\_\_

c. Two out of county warrants:

- \_\_\_\_\_

d. Fresh 647 (f) arrest:

- \_\_\_\_\_

Trainee: \_\_\_\_\_

Date: \_\_\_\_\_

JTO: \_\_\_\_\_

Date: \_\_\_\_\_

# Phase 3 Practical Test

Complete and turn in to your JTO

Trainee Name: \_\_\_\_\_ Test Score: \_\_\_\_\_

1. [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

2. Why would we place an arrestee in a DETOX CELL?
- a. \_\_\_\_\_
3. Why would we place an arrestee in a SAFETY CELL?
- a. \_\_\_\_\_
4. What is the difference between a SAFETY CELL and a SUICIDE CELL?
- a. \_\_\_\_\_
5. After taking TFP pictures how many copies of the picture cards do you print out?
- a. \_\_\_\_\_

6. If you are releasing an inmate and the only property he has in his property bag is clothing from another jail facility, you should:
- a. Make sure there is documentation for dropped HOLDS
  - b. Make sure you are releasing the correct inmate
  - c. Verify with Court Liaison and your Sergeant of the release
  - d. All of the above
7. What is the difference between a **witnessed clothing exchange** and a **strip search**?
- a. \_\_\_\_\_
8. When an arrestee is placed in a safety or detox cell, how often do you perform cell checks?
- a. \_\_\_\_\_
9. What color file does an arrestee brought from another detention facility on a detainer go into?
- a. \_\_\_\_\_

Trainee: \_\_\_\_\_

Date: \_\_\_\_\_

JTO: \_\_\_\_\_

Date: \_\_\_\_\_

# Booking Policies & Procedures Test

Complete and turn in to your JTO

Trainee Name: \_\_\_\_\_ Test Score: \_\_\_\_\_

1. If an arrestee has medical problems, it is okay to let the arresting officer leave without medical clearance.

a. YES \_\_\_\_\_ NO \_\_\_\_\_

2. It is important to know if the arrestee was involved in an auto accident.

a. YES \_\_\_\_\_ NO \_\_\_\_\_

3. Name three reasons why you would need to notify medical during an intake.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. It is okay to place both sexes in docile holding.

a. YES \_\_\_\_\_ NO \_\_\_\_\_

5. What is the procedure for taking pictures of an arrestee if they wear glasses?

a. \_\_\_\_\_

6. Name the three areas in booking where a strip search may be conducted.

a. \_\_\_\_\_

7. What 3 places must the arrestee's bag number appear?

a. \_\_\_\_\_

8. What is the criteria for placing an individual into the safety cell? Who needs to sign the safety cell log sheet?

a. \_\_\_\_\_

9. How long can an individual stay in a sobering cell without an evaluation from medical staff?

a. \_\_\_\_\_

10. If an inmate comes from another facility with a check, where does the check go?

a. \_\_\_\_\_

11. Who needs to sign the money envelope if it is under \$100.00?

a. \_\_\_\_\_

12. Weekenders need to be booked every time they come in.

a. TRUE \_\_\_\_\_ FALSE \_\_\_\_\_

13. Where does the weekender file go after you are done with it?

a. \_\_\_\_\_

14. What is the criteria for strip searching an individual?

a. \_\_\_\_\_

15. What types of bookings do not go into the DOJ machine?

a. \_\_\_\_\_

16. During intake, what special precautions should be done with knives or sharp objects?

a. \_\_\_\_\_

17. What is the procedure for dealing with an arrestee who is too intoxicated to exit the patrol car, prior to entering the facility?

a. \_\_\_\_\_

18. What paperwork goes with a 647 (f) arrest?

a. \_\_\_\_\_

19. How often should a person in the restraint chair be removed to be allowed to move their extremities?

a. \_\_\_\_\_

20. Is there a limit to the amount of time an arrestee can be in the restraint chair? If so, what's the limit?

a. \_\_\_\_\_

Trainee: \_\_\_\_\_

Date: \_\_\_\_\_

JTO: \_\_\_\_\_

Date: \_\_\_\_\_

# Booking Hierarchy of Charges Test

**Complete and turn in to your JTO**

Trainee Name: \_\_\_\_\_ Test Score: \_\_\_\_\_

Place the following groups of charges in their proper booking order starting with highest to lowest. Assume charges are fresh if no warrant information is given.

1.

\_\_\_\_\_ MISD 23152 VC \$5,000 Bail  
\_\_\_\_\_ FEL 10851 VC \$10,000 Bail  
\_\_\_\_\_ FEL 496 PC \$5,000 Bail  
Total Bail Amount: \_\_\_\_\_

2.

\_\_\_\_\_ MISD 459 \$10,000 Bail  
\_\_\_\_\_ FEL 459 PC \$25,000 Bail  
\_\_\_\_\_ FEL 10851 VC \$50,000 Bail  
\_\_\_\_\_ MISD 23152 VC \$2,500 Bail  
\_\_\_\_\_ MISD 23152 VC No Bail  
\_\_\_\_\_ MISD 11377 HS \$15,000 Bail  
\_\_\_\_\_ MISD11550 HS \$5,000 Bail  
Total Bail Amount: \_\_\_\_\_

3.

\_\_\_\_\_ FEL 23152 (B) VC \$30,000 Bail  
\_\_\_\_\_ MISD 23152 (B) VC Sac Co Wart No  
\_\_\_\_\_ Bail  
Total Bail Amount: \_\_\_\_\_

4.

\_\_\_\_\_ MISD Yolo Wart 11350 HS \$5,000 Bail  
\_\_\_\_\_ MISD Yolo Wart 23152 (A) VC \$5,000 Bail  
\_\_\_\_\_ MISD Sac Wart 23152 (A) VC \$10,000  
\_\_\_\_\_ Bail  
\_\_\_\_\_ MISD Placer Bench Wart 11377 HS No  
\_\_\_\_\_ Bail  
Total Bail Amount: \_\_\_\_\_

5.

\_\_\_\_\_ FEL 11377 HS \$10,000 Bail  
\_\_\_\_\_ MISD 11550 HS \$5,000 Bail  
\_\_\_\_\_ MISD 23152 VC \$10,000 Bail (2nd  
\_\_\_\_\_ offense)  
\_\_\_\_\_ MISD 242 PC \$2,500 Bail  
Total Bail Amount: \_\_\_\_\_

6.

\_\_\_\_\_ FEL Sac Wart \$25,000 Bail  
\_\_\_\_\_ MIS 415 PC \$1,000 Bail  
\_\_\_\_\_ MIS 242 PC \$2,000 Bail  
Total Bail Amount: \_\_\_\_\_

7.

\_\_\_\_\_ FEL 3056 PC No Bail  
\_\_\_\_\_ MISD Napa Wart 11350 HS \$2,500  
\_\_\_\_\_ Bail  
\_\_\_\_\_ MISD Napa Wart 11550 HS \$5,000  
\_\_\_\_\_ Bail  
\_\_\_\_\_ MISD Sac Wart 11550 HS \$2,500 Bail  
\_\_\_\_\_ MISD 11550 HS \$5,000 Bail  
Total Bail Amount: \_\_\_\_\_

8.

\_\_\_\_\_ MISD 23152 (A) (B) VC \$35,000 Bail  
\_\_\_\_\_ MISD 14601.2 VC \$2,000 Bail  
\_\_\_\_\_ MISD 148 (A) (1) PC \$2,500 Bail  
Total Bail Amount: \_\_\_\_\_

9.

\_\_\_\_\_ FEL 69 PC \$15,000 Bail  
\_\_\_\_\_ FEL 529 PC \$10,000 Bail  
\_\_\_\_\_ FEL 12023 PC \$20,000 Bail  
\_\_\_\_\_ FEL 11377 HS \$10,000 Bail  
Total Bail Amount: \_\_\_\_\_

10.

\_\_\_\_\_ FEL 3056 PC No Bail  
\_\_\_\_\_ FEL Sac Wart 459 PC No Bail  
\_\_\_\_\_ MISD Placer Wart 23152 VC \$10,000  
\_\_\_\_\_ Bail  
Total Bail Amount: \_\_\_\_\_



11.

\_\_\_\_\_ MISD 23152 VC \$5,000 Bail  
\_\_\_\_\_ MISD 11550 HS \$5,000 Bail  
\_\_\_\_\_ FEL Yolo Wart \$15,000 Bail  
Total Bail Amount: \_\_\_\_\_

12.

\_\_\_\_\_ FEL 3056 PC No Bail  
\_\_\_\_\_ MISD 242 PC \$2,000 Bail  
\_\_\_\_\_ MISD 488 PC \$4,000 Bail  
\_\_\_\_\_ FEL 11377 HS \$10,000 Bail  
Total Bail Amount: \_\_\_\_\_

13.

\_\_\_\_\_ MISD 272 PC \$1,500 Bail  
\_\_\_\_\_ MISD 330 PC \$2,500 Bail  
\_\_\_\_\_ MISD 423 PC \$5,000 Bail  
\_\_\_\_\_ MISD 499 (b) PC \$1,000 Bail  
\_\_\_\_\_ MISD 597 PC \$4,000 Bail  
Total Bail Amount: \_\_\_\_\_

14.

\_\_\_\_\_ FEL Sac Wart \$20,000 Bail  
\_\_\_\_\_ MISD Yuba Wart \$25,000 Bail  
\_\_\_\_\_ MISD Yolo Wart \$5,000 Bail  
\_\_\_\_\_ FEL Napa Wart \$15,000 Bail  
Total Bail Amount: \_\_\_\_\_

15.

\_\_\_\_\_ FEL Sac Wart \$50,000 Bail  
\_\_\_\_\_ MISD Yuba Wart \$10,000 Bail  
\_\_\_\_\_ MISD 242 PC \$2,000 Bail  
\_\_\_\_\_ MISD 23152 VC \$5,000 Bail  
\_\_\_\_\_ FEL 11377 HS \$10,000 Bail  
\_\_\_\_\_ FEL 262 PC \$50,000 Bail  
\_\_\_\_\_ MISD Yolo Wart \$75,000 Bail  
\_\_\_\_\_ MISD 488 PC \$4,000 Bail  
Total Bail Amount: \_\_\_\_\_

16.

\_\_\_\_\_ FEL 10851 VC \$10,000 Bail  
\_\_\_\_\_ FEL 464 PC \$20,000 Bail  
\_\_\_\_\_ FEL 496 PC \$5,000 Bail  
Total Bail Amount: \_\_\_\_\_

17.

\_\_\_\_\_ FEL 12020 PC \$5,000 Bail  
\_\_\_\_\_ MISD 4060 BP \$1,500 Bail  
\_\_\_\_\_ FEL 2800.2 VC \$20,000 Bail  
\_\_\_\_\_ MISD 27 VC \$5,000 Bail  
\_\_\_\_\_ FEL 11383 HS \$20,000 Bail  
Total Bail Amount: \_\_\_\_\_

18.

\_\_\_\_\_ FEL 215 PC \$75,000 Bail  
\_\_\_\_\_ MISD 248 PC \$5,000 Bail  
\_\_\_\_\_ FEL 187 PC No Bail  
\_\_\_\_\_ FEL 211 PC \$50,000 Bail  
Total Bail Amount: \_\_\_\_\_

19.

\_\_\_\_\_ FEL 10851 VC \$10,000 Bail  
\_\_\_\_\_ FEL 3056 PC No Bail  
\_\_\_\_\_ MISD Yuba Wart \$15,000 Bail  
Total Bail Amount: \_\_\_\_\_

20.

\_\_\_\_\_ MISD 273.6 PC \$5,000 Bail  
\_\_\_\_\_ MISD 11550 HS \$5,000 Bail  
\_\_\_\_\_ MISD 377 PC \$2,500 Bail  
\_\_\_\_\_ FEL 278 PC \$20,000 Bail  
\_\_\_\_\_ MISD 463 PC \$5,000 Bail  
\_\_\_\_\_ MISD 12035 PC \$5,000 Bail  
Total Bail Amount: \_\_\_\_\_

21.

\_\_\_\_\_ FEL 11377(A) HS Wart \$10,000  
\_\_\_\_\_ Sac Co Detainer  
Total Bail Amount: \_\_\_\_\_

Trainee: \_\_\_\_\_

Date: \_\_\_\_\_

JTO: \_\_\_\_\_

Date: \_\_\_\_\_

# Booking Training Reminders

- SIU Arrests are not billable
- Probation Arrests are not billable
- The only arrests that are billable are fresh arrests by the following:
  - CHP, Auburn PD, Lincoln PD, Rocklin PD, Roseville PD, State Parks, CDC, PCSO (Loomis & Colfax), PCSO. Billing Agencies are only entered once, on the first charge
- Things that are not PCSO Arrests
  - Order of Productions
  - Commitments
  - Remands
  - Morrissey Hearings
- All PCSO Arrests must have a case number. If the arresting officer forgets call dispatch and get one.
- When checking an inmate in, make sure you go to name search first and write down the MNI, this will help you when you go through name verify and will enable you to save the record to the right person.
- Intake Officer is to complete the following:
  - Inmate check in
  - Main: Arrest information, Property, Money
  - Medical: Medical Observation
  - Housing
- Double Bookings: These can be eliminated by checking Main - Inmates In Custody, If their name is listed go into the record and complete it. If they are not then go to check in and start there. If a name is spelled wrong or DOB is incorrect do not start over and rebook the subject; let your JTO know so they can help you fix it.
- If you are booking a subject on a warrant and you receive an error message, "Warrant not for this MNI". Stop - Take the warrant back up to the clerks and they will fix it. *Do Not re-book the subject.*

# Most Common Release Types

- TSER: Use when a subject is time served on local charges
- FCER: Use when a subject is time served but released early due to federal court order
- HDRP: Use when hold is dropped
- BOND: Use when a subject is released on a bail bond
- BAIL: Use when a subject is released on a cash bail
- JPTA: Released on PTA per on call Judge
- PTA: Use only in the charge screen when you release someone on a PTA or when a subject is PTA'd on an out of county warrant
- REOR: Use when a subject is released on their own recognizance
- DETO: Use for 849b arrests, out of county warrants only, enroute bookings
- STPR: Use when subjects are transferred to state prison
- FCPT: When you release someone on a PTA due to overcrowding per federal mandate.

# HEIRARCHY of CHARGES

1. Fresh FELONY Charge
2. Fresh MISDEMEANOR Charge
3. Remands (Felony or Misd.)
4. Commitments
5. Placer County FELONY Warrant
6. Placer County MISDEMEANOR Warrant
7. Out-of-County FELONY Warrant
8. Out-of-County MISDEMEANOR Warrant
9. Probation Violation HOLD (1203.2 P.C.)
10. Parole Violation HOLD (3056 P.C.)
11. Out-of-State HOLD (1551 P.C.)
12. I.N.S. HOLD (8 Title 1325 P.C.)

# DNA Paper & Specimen Procedures

## **WHAT GOES IN THE ENVELOPE:**

- California Dept of Justice – Specimen Information Card
- BODE DNA collector/ placed inside the transport pouch
- DNA envelope goes in the file cabinet in the Sgt's office

## **WHAT GOES TO THE DONOR:**

- Canary yellow copy of the notice to provide specimen form

## **WHAT GOES TO THE FRONT OFFICE:**

- Cover sheet
- White and pink copy of the notice to provide specimen form
- Court order booking sheet/ stamped DNA
- Palm print card

**MAKE SURE ALL INFORMATION IS FILLED OUT CORRECTLY. THAT YOU HAVE ALL SIGNATURES NEEDED FROM THE DONOR AND PERSON COLLECTING DNA. MAKE SURE ALL FINGERPRINTS ARE OF GOOD QUALITY AND THAT YOU HAVE COLLECTED ALL PRINTS NEEDED. DO NOT LEAVE DNA SAMPLES UNATTENDED. CHAIN OF EVIDENCE.**

# \*\*\*INTERCEPT TRAINING\*\*\*

Complete and turn in to your JTO

## RADIATION SAFETY

- ☐ Types of Radiation
- ☐ ALARA
- ☐ ANSI Regulations
- ☐ Information for Subjects

## POWER UP

- ☐ Key Switch
- ☐ Login
- ☐ Prepare Scan

## PERFORMING A SCAN

- ☐ Subject ID/ Add New/ No ID
- ☐ Dose Level
- ☐ Scan/ Stop Scan
- ☐ ReScan
- ☐ Scan Results

## REVIEWING THE SCAN

- ☐ 3D/ HiRes
- ☐ Contrast/ Brightness
- ☐ Zoom
- ☐ Invert/ Reset

## READING THE SCAN

- ☐ Symmetry
- ☐ Gas/ Densities
- ☐ Anterior/ Posterior
- ☐ Comparing Images

## THE SCAN

- ☐ Normal
- ☐ Suspect
- ☐ Recall Scans

## SYSTEM SHUT DOWN

- ☐ Logging Off
- ☐ Key Switch

## MANAGEMENT/ SUPERUSER

- ☐ Users/ Passwords/ PINs
- ☐ Editing Subjects
- ☐ Library/ Export Images
- ☐ System Reports
- ☐ Performing Upgrade

I have received complete instruction on the above checked items, understand them to the best of my ability and all of my questions have been answered to my satisfaction.

☐ Management      ☐ SuperUser

---

Printed Name

---

Signed Name

---

Date

---

Trainer

# Intercept Radiation Safety Quiz

Complete and turn in to your JTO

1. Based on the ANSI Codes, at the lowest dose, a single person is allowed to have \_\_\_\_\_ Intercept scans in one year.
2. \_\_\_\_\_ controls the x-ray beam strength (wave length).
3. The majority of the radiation you will receive in your life will come from Radon. T or F?
4. \_\_\_\_\_ Intercept scans at the lowest dose equal 1 digital anterior chest x-ray.
5. \_\_\_\_\_ uSv is the maximum permissible dose for the general public for one year.
6. ALARA stands for As Low As Reasonably Achievable. T or F?
7. A \_\_\_\_\_ minute flight in a commercial jet would equal one Intercept scan at the lowest dose.
8. Getting a daily dose of Alpha Rays is good for you. T or F?
9. The measured dose received from the Intercept is called the effective dose. T or F?
10. There are no privacy concerns with the Intercept. T or F?

Trainee: \_\_\_\_\_

Date: \_\_\_\_\_

JTO: \_\_\_\_\_

Date: \_\_\_\_\_

# PHASE 3 (BOOKING) Policies

Complete and turn into your JTO

Policy	Policy Title	Date Read	Initials
1-6	PRESS RELEASE		
1-7	RELEASE OF INFORMATION		
1-12	ACCIDENT REPORT/ SHERIFF VEH		
1-13	SMOKING POLICY		
1-14	PERSONNEL TRAINING		
1-15	WEEKEND FEES		
1-19	REVIEW OF POLICIES/PROCEDURES		
1 -23	CLEARANCE FOR M / S		
1-28	JUVENILE OFFENDERS		
1-29	NOTARY PUBLIC		
1-31	PRISONER AIR TRANSPORT		
1-32	JUV. WARR.: ADULTS ARRESTED ON		
1-36	OVERTIME POLICY		
1-37	LIGHT DUTY POLICY		
2-2	CORRECTIONS LIEUTENANT		
2-4	SHIFT SERGEANT AT M / S		
2-5	ADMINISTRATIVE SERGEANT		
2-11	BOOKING/INTAKE OFFICER		
2-34	OPERATIONS SERGEANT		
2-47	MOBILE DEPUTY		
3-1	INTAKE/BOOKING (I/M PROPERTY)		
3-2	MEDICAL SCREENING		
3-3	INMATE PROPERTY		
3-4	INMATE ORIENTATION		
3-5	PERSONAL CARE ITEMS		
3-8	PROBABLE CAUSE HEARING		
3-11	SAFETY CELL		

Policy	Policy Title	Date Read	Initials
3-12	SOBERING CELL		
3-13	BLOOD DRAWS		
3-14	FOREIGN NATIONALS		
3-15	I/M FUNDS TAKEN AT BOOKING		
3-17	INMATE RELEASE		
3-18	INTAKE/STRIP SEARCHES		
3-19	RELEASE OF INMATE FUNDS		
3-20	BOOKING FILES		
3-21	IMMIGRATION WARR./REQUESTS		
3-23	BKG. OF COMM. OVER 24 HOURS		
3-24	DNA COLLECTION		
3-25	BODY SCANNER/ RADIATION SFTY		
3-26	PROP REMOVAL/ RELEASE FORM		
4-1	COURT CLOTHING		
4-11	RELIGIOUS HEAD COVERINGS		
6-9	COUNTY PAROLE PROGRAM		
6-12	EDUCATION POLICY		
6-19	I/M TELEPHONE ACCESS		
6-20	VOTING		
6-21	COMM. CORR. ALT. SENTENCING		
7-5	DISABLED/MENTALLY DISORDERED		
7-6	SAFETY RESTRAINTS		
7-8	MED. TRANSFER & FAC. TRANSFERS		
7-9	M. H. DISORDER: POSTPARTUM		
9-2	ESCAPE FROM TRANSPORTATION		
11-6	RECALLING ATTEMPT WARR. SVC		

Trainee Name: \_\_\_\_\_



# **INFORMATION AND RULES FOR INMATES**



**CORRECTIONS DIVISION  
Placer County Sheriff's Office**

**Auburn Jail - Auburn, CA.  
South Placer Jail – Roseville, CA.**

**DEVON BELL  
Sheriff – Coroner – Marshall**

5-2020

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## **PREFACE**

The Placer County Corrections Division recognizes, and will adhere to the principle that all persons, no matter what their status, shall be treated with human dignity. Inmates shall be afforded all possible rights and privileges consistent with the Jail's security and operation requirements. However, inmates must treat custody staff, citizens, and their fellow inmates with the same dignity and courtesy.

## **INTRODUCTION**

For clarity and ease of writing, male pronouns were used throughout this handbook. Whenever a male pronoun is used, the reader is to assume it applies equally to both males and females.

- 1) All inmates will conduct themselves in a civil manner at all times.
- 2) All facility rules, regulations, procedures and orders, whether written or verbal, will be followed immediately.
- 3) Inmates will keep themselves neat, clean, and well-groomed at all times.
- 4) Inmates will keep their living areas, including bunks, housing units, dayrooms, as well as other areas occupied (i.e. recreation yards, hallways, library, and visitation rooms) neat, clean and orderly.
- 5) Inmates shall not cover interior or exterior windows in their cell or cell blocks.
- 6) Inmates will treat employees in a courteous manner, addressing them by rank (i.e. Officer, Deputy, Sergeant, Mr., Ms., etc.) and name.

## **RULES AND INFORMATION**

The following rules and information are intended to aid and inform you of what is expected of you and what is available to you while in custody at the Placer County or South Placer Jail. You are reminded that all local, state and federal laws relative to criminal behavior are fully in effect while you are at either facility. Violations may result in criminal prosecutions. These rules have been made in accordance with California Code of Regulations (CCR) Title 15, Minimum Standards for Local Detention Facilities. For your information, the chain of command in the jail is as follows:

- 1) Jail Commander – Captain
- 2) Jail Supervisor – Lieutenant
- 3) Shift Supervisor – Duty or Floor Sergeant
- 4) Correctional Officers and Deputies – Line Staff

## **EMERGENCY EVACUATION PROCEDURE**

Inmates will observe the following procedures during an emergency evacuation:

1. Under no circumstances attempt to recover personal effects. Delays in evacuation could cause serious injury or death.
2. Inmates are to line up in single file and move away from hazardous areas as directed by Officers. Should any area of the facility need to be evacuated, inmates will be moved away from the affected area and directed to a safe location.

## **GENERAL INFORMATION**

1. **BOOKING:** If an inmate is sent to booking for any reason, as soon as he arrives he will face the wall. The inmate is to remain facing the wall until directed otherwise by an Officer.
2. **SEARCHES:** All inmates entering a Placer County Correctional Facility are subject to a custodial search and will have all property removed including jewelry, belts and shoes.
3. **PROPERTY RELEASE:** Within the first 72 hours of being booked (except during lockdown times), an inmate can do one of three types of property releases:
  - a) Release of single items (motor vehicle keys, cell phone, jewelry, wallet, etc.)
  - b) Release of all property with the exception of clothing
  - c) Release of money- For bail purposes only

- d) **NOTE:** After the initial 72 hours of being booked, the only type of property release that will be done is a complete property release, with the exception of clothing and money. This may only be done one time. After the initial 72 hours, property release will be done:
1. **Auburn Jail** – Friday, Saturday, Sunday, Monday between 7:30am and 10:30am
  2. **South Placer Jail** - Friday, Saturday, Sunday, Monday between 7:30am and 10:30am
- e) The only time clothing will be released is when the inmate has been sentenced to state prison. Clothing will not be released until proof of sentencing is confirmed.
- f) The inmate does not need to submit a request form in order to start the release of property procedure. The person picking up the inmate's property will come to the facility the inmate is housed in and request a "Property Release" form at the jail front desk to start the procedure. An Officer will get the inmate's approval for the release and have the inmate sign the Property Release form. The property is then released. When an inmate first arrives at the Placer County or South Placer Jail, his property is inventoried and stored in the property room. Occasionally, the arresting officer may keep or take custody of the inmate's property for evidence or safe keeping. If this occurs, the inmate should not ask the Jail Staff to get his property back. Jail Staff does not have access to this property. The inmate must write or have a family member call the arresting agency regarding property that may have been taken. The California Department of Corrections allows inmates going to prison to take certain property items with them. **ONLY** these items are allowed:
1. Shower shoes
  2. Embossed envelopes
  3. Address book (soft-cover only, not to exceed 3x5 inches)
  4. Ball-point pen (non-metal, factory sealed)
  5. Legal pads / writing tablets
  6. Photos (not to exceed 8x10, no Polaroid's)
- g) Inmates should release all other personal property including clothing once sentenced to state prison. Please note: this is the policy of the California Department of Corrections. Placer County will not accept any liability for the handling of personal property after it leaves the Placer County or South Placer Jail.
- h) Property bags exceeding the manufactures 30lbs weight limit or property bins containing contents which either by volume, nature or shape could cause hazardous conditions shall be dealt with. If your property meets this criteria, you will receive a notice informing you to make arrangements to have the items sent to (paid by the inmate) or be release to a friend or family member, or discarded by jail staff. This excludes legal material and clothing you will need upon your release from custody. You will have 90 days to comply with the notice.
- 2) **RELEASING MONEY:** If an inmate has more than \$1.00 at the time of booking, it is placed into a Trust fund. This money can be used to make bail. To post bail with an inmate's Trust funds, the inmate tells the bondsman he desires to use his Trust funds for this purpose. The bondsman will contact the Corrections Division to arrange the release of funds. In the case of an emergency, an inmate's commissary funds may be used to pay bills that absolutely must be paid while the inmate is in custody.
- a) The county is not obligated to pay an inmate's bills using his commissary funds. It is done as a courtesy and may not be done in what the inmate considers a timely manner. If possible, the inmate should arrange for someone on the outside to handle his financial matters while in custody.
  - b) To pay a bill, the inmate sends an Information Request to the Corrections Accounting Division explaining who the check is to be made out to, applicable account numbers, and the amount owed. The accounting division will require proof of the inmate's indebtedness prior to issuing the check. (i.e. – PG&E bill, phone bill, water bill or doctor bill). All bills must be in the inmate's name.
  - c) Transferring money from on inmate's account to another inmate's account will not be done. It does not matter if the two inmates are related either by marriage or birth.
  - d) Inmates can release their money to a bail agent or their family if it is within the first 72 hours of booking.
- 3) **RETURN OF INMATE FUNDS UPON RELEASE:** The next business day after an inmate is booked; the inmate's money is place into a trust fund account in the inmate's name. If the inmate is released after his money is deposited in the trust fund account, the inmate will received a check or debit card instead of cash. If the inmate is released before the money is deposited in the trust fund account, the inmate will receive a debit card or check.

- 4) If the inmate is released during normal business hours (Monday through Friday from 7:00AM to 4:00PM) they will receive a check or debit card for funds from their Trust account. If the inmate is released after business hours, the inmate may return to the jail to request their check in person during normal business hours. If the inmate would like the check mailed, the inmate must call and speak to the Auburn Jail Accounting Officer during normal business hours and provide a current mailing address.
- 5) **BOOKING PROCEDURE:** All inmates entering a Placer County Jail facility will be asked questions regarding their identity, health, religious preference, special dietary needs and criminal history. You will also be photographed, body scanned, retina scanned and fingerprinted. These procedures do not violate your rights. Failure to cooperate may result in discipline and/or delay in your release or housing. If an inmate falsely identifies himself as another person, he may be charged with a crime.
- 6) **WRISTBAND:** Your wristband will be worn at all times for the purpose of identification. Your wristband must be shown to buy commissary, have visitors, receive medication, or to receive mail, or at the request of any staff member. If your wristband breaks or needs to be replaced, contact any Officer immediately. If it is determined you destroyed your wristband in any fashion, you may receive a discipline. You can elect to pay for the cost of replacing the wristband (\$3.00) instead of receiving a discipline. If you choose to pay for the wristband, a discipline report will be written to document the incident and your choice. The \$3.00 will be deducted from your commissary account and no further discipline will be imposed. If you choose to accept a discipline action or do not have sufficient funds in your account, a discipline report will be written and a discipline will be imposed.
- 7) **MATTRESS:** Each bunk will have no more than one mattress unless authorized by the Medical Staff and/or Shift Supervisor. Mattresses are to remain on the bunk at all times. Under no circumstances are mattresses to be placed on the floor or removed from the cell, cell block, bunk dormitory or tier unless approved by an Officer.
- 8) **SHOWERS:** Showers are provided for your use. Keep them clean and notify an Officer immediately if repairs are needed. Inmates are required to shower regularly.
- 9) **CUPS:** Each inmate will be issued a cup and toothbrush with their hygiene kit. Prior to release, inmates are responsible for returning their cups. You will be subject to disciplinary action if your toothbrush or cup is modified in any way. I.e. evidence of burning, sharpening, etc.
- 10) **NO SMOKING:** Smoking, or possession or use of any tobacco product, or alternative smoking devices are prohibited. No smoking or chewing paraphernalia, matches, smoking paper, or chew cans are allowed. If caught with any of the above items, you will be subject to disciplinary action.
- 11) **ANNOUNCEMENTS:** Inmates will be attentive to all announcements made, whether in person or over the public address system. Inmates will follow any instructions given. Inmates not following instructions given during announcements may be subject to disciplinary action.
- 12) **HAIRCUTS:** Haircuts are offered a minimum of once a month. Haircuts must be done by any inmate or outside barber of the same gender. Contact the Floor or Pod Officer prior to 11:00AM to schedule a haircut. If you wish to use your own licensed barber, the barber must have proper identification (valid California driver's license and current Barbers/Hairstylist license issued by the State of California) for jail entry. The request must be made one week in advance so the Shift Supervisor has time to review and approve the request. **NO GANG RELATED HAIRCUTS AND STYLES (such as Mongolian-style haircuts) WILL BE ALLOWED.**
- 13) **FINGERNAILS:** All inmates, regardless of gender, shall keep their nails at a short length while in custody. No long fingernails or "fake" fingernails will be allowed.
- 14) **COURT APPEARANCES:** You will be notified of scheduled court appearances in advance. Be prepared for court when you are called. Leave your personal property in your cell or bunk area. Bring with you ONLY legal material related to your case. There shall be no contact or communication of any kind with anyone in the courtroom audience. You will be returned to your housing unit after court. You are not allowed to take pens,

radios or books with you to court. If provided a writing utensil while at court, it must be returned before returning to your cell or housing unit.

- 15) **MEALS:** Therapeutic diets will be provided if medically necessary. Requests for special dietary needs should be directed to the Medical staff. Religious meal requirements will be directed to the Compliance Officer.

a) **MEAL TIMES:**

1. Breakfast – 5:00AM
2. Lunch – 11:00AM
3. Dinner – 4:00PM

- b) The only exceptions to the above listed times shall be upon occurrence of an emergency, inmates returning late from court, and special circumstances under the approval of the Shift Supervisor.

- c) The following procedures are to be observed during meal times:

1. ALL inmates (in dormitory style housing) shall be properly dressed and seated at the dayroom tables, ten minutes before the above listed meal times. Although it is not mandatory inmates eat, it is mandatory inmates be seated at the table. Head counts are done at every meal, and failure to be seated at the table according to the above rules may result in disciplinary action. All inmates are allowed a minimum of 15 minutes to eat their meal as stated in Title 15, Article 12, and Section 1240.
2. Inmates housed in dorm style housing tanks, (H, I, L, M and MS4 and South Placer Minimum Security) must have their beds neatly made. Phones, televisions or bunk areas will not be used during any mealtime.
3. The Board of State and Community Corrections requires there be no access to toilet facilities or bunk areas during mealtime. In dorm style housing tanks, this is accomplished by not allowing anyone into ANY part of the bathrooms during meals. In all other tanks, the cell doors must be locked shut prior to food being served if inmates eat at dayroom tables. (This does not apply to inmates fed in their cells)
4. The serving Officer will direct one table at a time to the serving area. Inmates are required to receive one hot and one cold tray and return to their table. If an inmate needs a spoon prior to each meal being served, he will return to the serving area for it. This is the quickest way to get the food served while it is still hot. **In order to receive a new spoon, you must turn in your old one first.** Only one meal per inmate is allowed unless directed otherwise by the Supervising Officer.
5. In General Population tanks and Minimum Security, when an inmate has finished eating, he will empty any food, refuse, and food trays into the trash barrel. No uneaten food will be allowed out of the dining area. Inmates are to keep their cups and spoons. All trays are collected, counted and placed in the designated food trashcan after the Officer confirms all trays have been returned. Inmates will clean their eating area and sit back down. Once everyone at the table has finished eating, the table will be excused. In the Administrative Segregated and Disciplinary cells, the feeding Officer(s) will collect the trays from each food post and oversee the trays placed into the designated trash can.
6. **DO NOT** keep any uneaten food from the meal. Doing so will be grounds for disciplinary action.
7. Inmates may be required to lock down for tray pickup. Do so immediately.
8. Inmates will receive a nutritionally balanced meal for breakfast, lunch and dinner.

- 16) **COMMISSARY:** All Commissary orders must be submitted via commissary kiosks. The kiosks are located in all inmate dayrooms. Instructions on logging into the kiosks are posted in the dayrooms.

a) **Kiosks:** Logging in the FIRST TIME

1. **Enter booking number** – 6 digits  
(1) **Example** – 065492 OR 052746
2. **Enter PIN** – 8 Numbers – This will be your Birthday  
(1) **Example** – June 7, 1978 – 06071978  
(2) **Example** – November 12, 1965 – 11121965

b) **After FIRST Login:**

1. **Enter Booking Number** – 6 numbers
2. **Enter PIN** – Password you chose after changing it from your birthday
3. **\*\*\*\*\*COMMISSARY ORDERS MUST BE SUBMITTED BY 11:00PM ON TUESDAY\*\*\*\*\***

c) **YOUR TRUST ACCOUNT BALANCES CAN BE ACCESSED VIA THE KIOSKS**

- d) **DO NOT SEND REQUESTS TO ACCOUNTING FOR BALANCES**
- e) There is a \$100.00 maximum commissary spending limit per week which can be combined between in-house and on-line orders. Deposits for an inmate's account must be received by midnight Monday (although some major holidays may affect this deadline). Funds are only accepted in the form of:
1. Certified or cashier's checks from American banks (\$100.00 maximum per check).
  2. Money orders (\$100.00 maximum per money order).
  3. Federal, State or Municipal checks (any amount, subject to approval) with the exception of welfare or unemployment checks.
  4. Jail lobby kiosk deposits (\$300.00 daily combined cash and/or credit card and or permanent ATM/debit card limit).
  5. Deposits by phone by calling Smart Deposit/Access Corrections at 1-866-394-0490.
  6. Online deposits may be placed at [www.MyCarePack.com](http://www.MyCarePack.com).
- f) In-house orders must be placed via the kiosks by lockdown on Tuesday. (Inmates on Loss of Commissary are only able to order Indigent Kits via the kiosk until their LOC expires on Monday). On-line orders may be placed for inmates by credit card at [www.MyCarepack.com](http://www.MyCarepack.com) by midnight on Tuesday. ALL on-line order inquiries must be made by contacting MyCarepack.com.
- g) All commissary orders are delivered on Thursday. Inmates will be notified in advance if a holiday affects the delivery schedule. At the time of delivery, it is the inmate's responsibility to check the contents of the order against the receipt in the presence of the Commissary Officer. Any discrepancies, including orders not received must be brought to the attention of the Commissary Officer immediately, no exceptions. Missing or damaged items must be initialed by the Commissary Officer or credit will not be issued. This includes checking for all indigent kit components. Corrections to orders are made as follows:
1. Items received you did not order may be returned with the Commissary Officer for credit either to the inmate's account (if ordered in-house) or to the card holder (if ordered on-line).
  2. If an inmate is charged for an item not received or receives a damaged item, attempts will be made to replace the missing item or a credit will be issued.
  3. If an inmate is released prior to receiving a pending commissary order, the order will be cancelled and funds credited back to the inmate (in-house order) or to the cardholder (on-line order).
- h) Inmates cannot possess more than \$200.00 worth of commissary at one time or possess commissary items exceeding the maximum quantities specified on the menu. This includes indigent kit components. Jail staff may remove commissary items exceeding limits from an inmate's possession. If removed, excess food and other items sealed in original packaging will be placed in the inmate's property bag or bin. Excess food items not sealed in original packaging or show indications of spoilage may be subject to disposal at the discretion of jail staff.
- i) **Commissary items are shipped from an off-site warehouse and are not stocked at the jail. All sales are final – no exchanges, returns or refunds.**
- j) Disciplinary Isolation / Loss of Commissary: Inmates on Disciplinary Isolation (DI) or Loss of Commissary (LOC) cannot order or receive regular commissary. Any incoming orders will be returned to the vendor for credit. Inmates on LOC desiring an indigent kit (regardless of account balance) MUST place an order via the kiosk. (See following section on Indigent Kits).
- k) **Indigent Kits:** Indigent kits contain hygiene products, two envelopes, two pieces of writing paper and one pen. Inmates on DI, LOC or those with an account balance of \$2.99 or less for the previous 7 days or longer are eligible for an indigent kit. An order MUST be placed via the kiosk by lockdown on Tuesday to receive a kit on Thursday – only kits ordered will be shipped. Only one indigent kit per inmate per week is allowed. Extra indigent kit components are not allowed to accumulate and may be removed by jail staff at any time.
- l) **Commissary items are shipped from an off-site warehouse and are not stocked at the jail. All sales are final: NO EXCHANGES, RETURNS OR REFUNDS.**
- 17) **PHONE TIME:** Phone time may be purchased via the kiosk. Phone time cannot be refunded or transferred back to inmate accounts once purchased. Released inmates can contact ICS for potential refunds at 1-888-506-8407.
- 18) **DAMAGE TO JAIL PROPERTY:** Inmates will be held responsible for intentional destruction or damage to county property. The inmate may be prosecuted under civil and/or criminal law. Prosecution may not be pursued if the inmate chooses to pay the replacement or repair cost from their available funds. In that case, the cost of

replacement or repair will be deducted from the inmate's commissary account. The inmate will still be subject to any discipline resulting from their actions.

- 19) **CLOTHING ISSUE AND EXCHANGE:** Inmates will only wear or possess clothing consistent with their current housing assignment. Inmates housed in the general population of the jail will be issued the following clothing and bedding:

a) **Males:**

1. Boxers 3
2. Pants 2
3. Under-shirt 3
4. Over-shirt 2
5. Footwear 1 pair
6. Blanket 1
7. Bedroll 1 (consisting of 1 sheet, 1 mattress cover, 2 towels, 2 pair of socks)

b) **FEMALES:**

1. Panties 5
2. Pants 2
3. Bras 3
4. Under-shirt 3
5. Over-shirt 2
6. Night Gown 2
7. Footwear 1 pair
8. Blanket 1
9. Bedroll 1 (consisting of 1 sheet, 1 mattress cover, 2 towels, 2 pair of socks)

- c) Inmates will be given the opportunity to have their clothing and bedding laundered once a week on a specific day based on housing assignment. Inmates will be issued a Laundry Loop prior to laundry exchange. Clothing the inmate desires to be laundered will be connected to the loop and submitted. Bedding items will also be available for exchange. Inmates will be responsible for turning in their issued Laundry Loop at exchange. Failure to do so or vandalism of the loop may result in disciplinary action. Inmates assigned to Minimum Security may be assigned additional items, based on work assignments.
- d) Blankets are exchanged in accordance with Title 15 regulations, depending on housing location. Inmates with a need for special clothing or medical reasons should send a request to the medical staff. Should you run out of essential supplies during the week, you may request additional supplies from the Floor Officer.

20) **EXERCISE AND RECREATION:**

- a) Inmates shall be allowed a minimum of three hours of recreation per week.
- b) Inmates shall be responsible for care and proper use of all recreation equipment available. Inmates will keep the recreation yards clean.
- c) Inmates will not engage in play fighting, "sparring", or horseplay at any time. Inmates will not climb the yard walls, half walls, or on any fixed equipment in the yard. Doing so in any fashion will be considered an attempted escape and the inmate may be criminally prosecuted and/or subject to disciplinary action.
- d) Areas of the recreation yard marked within red lines are off limits to inmates.
- e) Disciplinary action may result if an inmate goes past any of the red lines.
- f) No food or drink items are to be taken into the recreation yard. This also includes Tablets.
- g) **Inmates must be fully dressed at all times in the recreation yard. Inmates may not remove their shirts or shoes, nor may they roll up their pant legs or shirt sleeves.**
- h) Team drills or organized group physical activity of any kind, commonly referred to as "machining" will not be allowed.
- i) Working out in the dayroom or bunk area of dormitory housing is prohibited.



21) **TELEVISION:** No music channels (MTV, VH1, CMT, etc.) are allowed. Inmates who tune the televisions to any of these types of channels or watch these channels may have their television privileges revoked or restricted and may face disciplinary action.

22) **VISITING:**

- a) **AUBURN JAIL:** Each inmate shall be allowed two (2) 30-minute visits per week. The two (2) 30 minute visits may **NOT** be taken on the same day. Video remote visits are unlimited depending on the availability of the inmate or events in the facility at the time of the scheduled visit. Visitors traveling over one hundred (100) miles from their residence to the jail may request to have both thirty (30) minute visits combined into a single sixty (60) minute visit. The Duty Sergeant will review the request and may approve one 60 minute visit instead of the two 30 minute visits. The visitor must request the special visit at least one week in advance so the validity of the request may be investigated. An exception to the one week requirement may be granted for special circumstances.
- b) **SOUTH PLACER JAIL:** Each inmate shall be allowed two (2) 30-minute onsite video visits per week. The two 30 minute video visits may **NOT** be taken on the same day. Video remote visits are unlimited depending on the availability of the inmate or events in the facility at the time of the scheduled visit.
- c) **SOUTH PLACER MINIMUM SECURITY:** Each inmate shall be allowed two (2) 30-minute face-to-face visits per week. The two 30 minute visits may **NOT** be taken on the same day. Video remote visits are unlimited depending on the availability of the inmate or events in the facility at the time of the scheduled visit.
  - 1. The one 60 minute visit also applies to the South Placer Jail and South Placer Jail Minimum Security.
- d) Visitors to Auburn Jail, South Placer Jail and Minimum Security facility shall be limited to three (3) visitors per visit total, two (2) adults and one (1) minor child, or one (1) adult and two (2) minor children.
- e) **PER PENAL CODE SECTION 4571 PC, ANY VISITOR HAVING BEEN PREVIOUSLY CONVICTED OF A FELONY AND CONFINED IN ANY STATE PRISON IN THE STATE OF CALIFORNIA SHALL NOT BE ALLOWED UPON THE GROUNDS OF THE PLACER COUNTY JAIL OR SOUTH PLACER JAIL.** Non-professional court ordered visits will take place during the inmates normally scheduled visiting times. Personal visits taking place at the visiting center are subject to monitoring and recording.
- f) **NOTE: INMATES HOUSED IN DISCIPLINARY ISOLATION WILL NOT BE ALLOWED PERSONAL VISITS EXCEPT WHERE PROHIBITED BY LAW. (I.E. LAWYER COMMUNICATIONS). VISITING PHONES ARE RECORDED AND MONITORED.**
- g) **Inmates who are released from custody at the Auburn Jail or South Placer Jail** may not visit another inmate at the either jail until 120 days have passed. This only applies to on-site face-to-face visits. Video visits are allowed.
- h) A visiting schedule will be posted in the day rooms and in the jail lobby. Due to a fluctuating jail population, the visiting schedule may be changed on short notice. The visiting schedules for inmates housed at both facilities are posted on the Placer County Corrections web site.
- i) Visitors must be a minimum of 18 years of age, with valid picture identification. The Shift Supervisor must approve any identification other than the ID listed below. The following identification is acceptable:
  - 1. Valid driver's license with photo
  - 2. Valid Military ID with photo
  - 3. Valid Passport with photo
  - 4. Valid Immigration Card ("Green Card")
- j) Visitors under the age of 18 must be accompanied by a responsible adult.
- k) If required by Sheriffs personnel, visitors may be subject to a search of their person and immediate property at any time while on the premises of the facility. Refusal to submit to a search will prohibit or terminate visiting privileges.
- l) Visitors may deposit funds to be credited to an inmate's Trust account. See section 21.
- m) The Corrections Division will not accept personal property, letter, or documents from visitors to be passed on to inmates. If there are documents you need to have signed, please try to arrange through the mail or your legal counsel.
- n) **INMATES WILL NOT ASK ANY JAIL STAFF TO PASS ITEMS TO OTHER INMATES, NOR WILL THEY REQUEST STAFF SEND OR DISSEMINATE MAIL OUTSIDE OF THE NORMAL CHANNELS. VIOLATIONS WILL RESULT IN DISCIPLINARY ACTION.**
- o) **Inmate Conduct:**

1. Loud, boisterous, or disruptive behavior during or while enroute to the visit will be cause for termination of the visit.
  2. There shall be no contact or communication of any kind between inmates in the visiting room.
  3. Inmate shall not bring any items to their personal visit such as; paper, pen, court paperwork, information requests or grievances.
- p) **Visitor Conduct:** Any violation of the following may cause termination of the visit:
1. No revealing or provocative clothing is permitted
  2. Visitors are responsible for their children and must keep them in control. Unruly children will be a cause of termination of a visit. Young children shall NOT be left unattended in the jail lobby or the vehicle parking lot.
  3. Loud, boisterous, and rude language will not be tolerated during visiting.
  4. Lewd or provocative behavior will not be tolerated, and may result in termination of visiting privileges.
  5. Appropriate dress is required at all times. Skin tight or form fitting clothes are not allowed. See through clothing is not allowed. Any clothing or other items displaying gang-related symbols, themes or colors is prohibited. Any clothing containing vulgar or objectionable language or images is prohibited.
- q) Video visitation is available to friends and family members of inmates. Visit [www.icsvideovisit.com](http://www.icsvideovisit.com) to enroll and schedule visits. Video visiting is held seven (7) days a week. Schedules will vary by classification and housing of inmates. All visits are subject to recording and monitoring. Visits will last 30 minutes. Any inappropriate activity during a video visit will result in termination of the session and no refund will be issued. Such activity includes, but is not limited to: nudity, removal of clothing, activities of a sexual nature or sexually suggestive activities, or any other behavior deemed offensive by jail staff. Visitors creating a disturbance or disruption of the visiting process, or are under the influence of drugs or alcohol may be placed on permanent visiting restrictions. Appropriate dress is required at all times. Skin tight or form fitting clothes are not allowed. See through clothing is not allowed. Any clothing or other items displaying gang-related symbols, themes or colors is prohibited. Any clothing containing vulgar or objectionable language or images is prohibited. Visitors must wear undergarments at all times. No hats are allowed. The visitation schedule may be cancelled or altered for safety and security reasons. Jail Staff can deny, change, or cancel a visit at any time at their discretion.
- r) The daily visiting schedule for video visits will be posted on the visiting kiosks and in the tanks the visits will occur in. **It is the sole responsibility of the inmate(s) to check these schedules daily.** Custody staff is not responsible for notifying inmates when a video visit with friends or family will occur.
- s) If a scheduled visit does not occur, it is because your visitor did not check in within the required time period, did not log in to visit, or canceled the visit after it was posted on the tank kiosk. Custody staff will not know the reason your visitor did not visit. **It is the sole responsibility of the inmate(s) to follow up with the visitor to find out why the visit did not occur.**
- t) **Auburn Jail, Auburn:** Inmates assigned to Administrative Segregation Housing tanks, or administratively segregated in a general population tank) will not be afforded the use of video visitation for personal visits due to the operational constraints of the video scheduling system and Jail dayroom schedules. Administratively Segregated inmates will be provided traditional visits in the visiting area during normal visiting hours.
- u) **South Placer Jail, Roseville:**
1. **On-site visits –**
    - (1) Visitors may use the kiosks located in the South Placer Main Jail lobby free of charge to visit with an inmate in the pods. These types of video visits count towards the inmate's two (2) 30 minute visits per week.
  2. **Remote Visits –**
    - (1) Family members and friends can also do video visitation from the privacy of their own home with the use of their own computer. Each inmate can have two of these visits per week.
- 23) **CORRESPONDENCE:**
- a) Jail mailing addresses:
1. **Placer County Jail, Auburn:**
    - (1) (Inmate's Name and Jail ID number)
    - (2) 2775 Richardson Dr.

(3) Auburn, CA. 95603

**2. South Placer County Jail, Roseville:**

- (1) (Inmate's Name and Jail ID number)
- (2) 11801 Go For Broke Rd.
- (3) Roseville, CA. 95678

b) Your return address shall be shown at the upper left corner of the envelope as:

1. (Inmate's Name and Housing Assignment)
  - (1) 2775 Richardson Dr.
  - (2) Auburn, CA. 95603

c) **Other commonly requested addresses:**

**1. Parole:**

- (1) Auburn Sub Unit
- (2) 1915 Grass Valley Hwy., Suite 500
- (3) Auburn, CA. 95603
- (4) (503) 823-4188

**2. Probation:**

- (1) Placer County Probation
- (2) 2929 Richardson Dr., Suite B
- (3) Auburn, CA. 95603
- (4) (530) 889-7950

**3. Revenue Services:**

- (1) 10810 Justice Center, Suite 100
- (2) Roseville, CA. 95678

**4. Tax Forms:** To request tax forms from the IRS write to:

- (1) IRS Taxpayer Assistance
- (2) 4330 Watt Ave.
- (3) Sacramento, CA. 95821

**24) INMATE TO INMATE MAIL:**

- a) Inmates housed at any Placer County Jail facility may not send or receive mail from inmates housed in any correctional facility. This includes, but is not limited to: Placer County inmates to other Placer County inmates, inmates housed in other county jails, or inmates housed in any prison or correctional facility.
- b) Inmates shall not attempt to mail correspondence out of the facility with the intent to have some or all of the correspondence mailed back to an inmate at any correctional facility.
- c) Only those packages delivered by an authorized carrier (UPS, Fed Ex, US Mail, etc.) will be accepted unless prior approval has been received from the Jail Commander.
- d) **ENVELOPES LARGER THAN 10" X 13" WILL NO BE ACCEPTED**, without prior approval.
- e) If stamps, paper, or envelopes are mailed to an inmate, the whole letter will be returned to the sender. Any stickers attached to the envelopes or letter sent to an inmate will cause the entire letter to be returned to the sender. Greeting cards of any kind will not be accepted and returned to sender.
- f) The following items will not be allowed for incoming inmate mail:
  1. No greeting cards of any kind
  2. No cash or checks
  3. No pens, pencils, crayons, markers, writing paper, postage stamps, or envelopes
  4. No Polaroid photographs. No photos depicting drugs, paraphernalia. No drawings, photos, magazine cut outs or digital prints of nudity of either gender or female breasts.
  5. Nothing depicting nudity, displaying or describing sexual penetration or sexual acts
  6. No gang affiliated material, hand gestures, or signs

7. No foreign substances on the envelope or within the letter (glue, glitter, tape, labels, stickers, perfume, cologne, lipstick, confetti, paper or magazine cut outs, liquids, powders, body fluids, solid substances, correction fluid/tape, crayon, paint, or markers) on the envelope or within the letter.
  8. No identification cards, bank cards, credit cards, or phone cards.
  9. No unauthorized correspondence between inmates.
  10. No items which may be deemed a threat to the safety and security of the facilities or deemed to circumvent the policies and procedures.
  11. All incoming mail must have a full written return address.
- g) There is no limit to the volume of mail an inmate may send or receive. Pre-stamped envelopes and writing paper may be purchased through commissary. Inmates will be limited to three (3) pounds of combustible materials (mail, books, magazines, newspapers, etc.) in their cells or bunks. 9" x 12" envelopes may be purchased through commissary to be used **ONLY FOR STORAGE OF PAPERWORK, NOT FOR MAILING**. No other types of folders or envelopes may be used or possessed by inmates without prior written approval of the Jail Commander or designee.
  - h) Mail, both incoming and outgoing, shall be checked for contraband. ALL adhesive stamps will be removed by staff before distribution to inmates.
  - i) Incoming Legal Mail will be opened and inspected for contraband in the inmate's presence. Legal Mail is defined as: confidential correspondence to or from an attorney, a state, federal court, holder of a public office, or the Board of State and Community Corrections. Legal Mail is not mail sent to family members or friends, even if it contains copies of your legal papers, nor does it include mail to or from doctors, psychiatrists, Child Protective Services, Social Security, Parole or Probation. You may send an unlimited amount of postage-free letters to your attorney or to the court. Inmates may also correspond, confidentially, with the facility manager or administrator. Letters addressed to the IRS are not considered legal mail and will be scanned similar to other non-legal mail. DO NOT use legal mail envelopes to mail tax forms or paperwork to the IRS.
  - j) Inmates may receive books from any publisher, commercial or non-profit distributor of printed materials, or book store that does mail order business. Books shall be opened and checked for contraband, i.e. due to the direct penological interests of the jail safety or security of the facility, staff or inmates. Inmates are permitted to purchase, receive, and read any books, newspapers, or periodicals accepted for distribution by the U.S. Postal Service, with or without publisher subscription. The exception is for those items determined by the Jail Commander or their designee potentially posing a threat to the safety and security of the facility. In the event a publication is disapproved due to a safety or security concern, the sender and inmate will be notified and the Sheriff's Office provides an appeal process to the sender.
  - k) Hardback books will not be accepted and will be returned to the sender. The Placer County Jails will not purchase subscriptions using the Inmate Welfare Fund Account.
  - l) All books, magazines, newspapers and other accepted periodicals will be marked with the inmate's full name and Jail ID number. Any of these mentioned items not clearly marked or an attempt to hide the name of the owner has been made, then the finding officer can remove such item.
  - m) If ordering books on-line, you may only order new books.
  - n) The following publications will be withheld and are not permitted: those violating postal regulations; those depicting harmful or unlawful sexual conduct; those describing weapons manufacture; those describing or encouraging activities that tend to incite violence or disruption, including racist materials; and publications threatening the safety of any person inside the jail. Sexually explicit publications or publications featuring nudity will not be allowed. This section also applies to nude pictures sent through the mail. "Sexually explicit" means a pictorial depiction of actual or simulated sexual acts including sexual intercourse, oral sex, or masturbation. "Nudity" means a pictorial depiction where genitalia, buttocks or female breasts are exposed. Pictures and or publications that may be deemed sexually offensive to the same sex or opposite sex will not be allowed. Publications which describe or depict unlawful activities will not be allowed. The Jail Commander may approve or disapprove certain publications for appropriateness. Publications or pictures that are not allowed will be returned to sender, or placed in the inmate's personal property bag if there is no return address. When an item is returned to sender or placed in an inmate's property bag, a receipt with an explanation as to why the item was denied will be given to the inmate. A copy of the receipt will be placed in the inmate's property bag /bin and in the inmate's file.

- o) Inmates may possess up to ten (10) books, magazines or newspapers. Inmates may only possess two (2) county books at one time.
- p) If books, magazines, or newspapers with another inmate's name on them are found in the possession of another inmate, those items will be confiscated.
- q) The Jail Commander must approve books and educational materials for correspondence courses.
- r) If an Officer withholds mail from an inmate, written notice shall be given to the inmate regarding its content and reason for the action.
- s) Funds will be accepted for deposit in the inmate's account. The only funds accepted through the mail are:
  - 1. Certified or Cashier's Checks from American banks (\$100.00 maximum per check)
  - 2. Money Orders (\$100.00 maximum per Money Order)
  - 3. Government, State or Municipal checks (any amount, subject to approval) with the exception of Welfare or Unemployment Checks.
- t) Letters that have any identifiable gang-affiliated writing or publications with gang affiliated articles in or on them will not be accepted and may be returned to sender. This includes writings that appear to be in code or disguised.
- u) Outgoing mail will be limited to four (4) pages/sheets of paper per envelope.
- v) White lined paper is for Pro Per legal paperwork and is not available on commissary. Yellow lined paper is available on commissary and available for purchase.

25) **HABEAS CORPUS** - Forms for petition for Writ of Habeas Corpus are available upon request from the Officers. If the form for petition is not provided in a timely manner, the inmate should notify the Jail Supervisor or Jail Commander in writing.

26) **INMATE GREIVANCES:**

- a) All inmates have the right to appeal and have resolved grievances related to any condition of their confinement. Grievances are to be filed on an individual basis. "Group" or "Class Action" grievances will not be accepted. The following are not grievable issues:
  - 1. Legal decision as direct by the court
  - 2. Inmate disciplinary actions. A specific hearing procedure is provided for disciplinary actions. This appeals process is the grievance process for disciplinary matters.
- b) When an inmate has a grievance, he should attempt to resolve it at the lowest level possible, including discussion with an Officer. However, when an inmate requests a grievance form, an Officer will provide the form in a reasonable time frame.
- c) There are three levels at which an inmate grievance may be resolved. Every attempt will be made to resolve the grievance at the lowest possible level. If an inmate is dissatisfied with the resolution, he has the right to appeal to the next level.
  - 1. **Level 1 – Shift Supervisor:**
    - (1) The Shift Supervisor or designee must provide a reply, and a resolution, if possible, for the grievance and return it to the inmate within ten (10) business days.
    - (2) If the inmate disagrees with this reply or resolution, he may appeal to the next level by signing the grievance form and checking the "Yes" line following "I wish to appeal to the next level" and returning the form to an Officer IMMEDIATELY.
  - 2. **Level 2 – Jail Supervisor, Medical Director, Central Kitchen Supervisor, or Designee** – If the grievance cannot be resolved at Level 1, the grievance will be reviewed at Level 2:
    - (1) Level 2 reviews must be completed and returned to the inmate within ten (10) business days.
    - (2) If the inmate disagrees with the Level 2 reply or resolution, he may appeal to the Jail Commander or designee by signing the form and check the "Yes" line following "I wish to appeal to the next level" and returning the form to an Officer IMMEDIATELY.
  - 3. **Level 3 – Jail Commander or Designee** – If the grievance cannot be resolved at Level 2, the Jail Commander or designee will review the grievance.
    - (1) The Jail Commander or designee's review must be completed and returned to the inmate within ten (10) business days excluding weekend and holidays.
    - (2) The original completed grievance is to be filed in the Grievance Master File.

4. **Limitation on Inmate Grievances:** The Jail Commander or designee, at his discretion, may place a limitation on the amount of grievances an inmate can file if it is found the inmate is filing an excessive number of grievances of a frivolous nature or grieving issues that have previously been grieved and resolved.

27) **CLASSIFICATION:**

- a) Classification is the process that determines where an inmate will be housed while he is here. Classification is based on current behavior and attitude, charges, past criminal history, and behavior at this or other facilities in the past. Privileges may vary depending on the inmate's classification assignment.
  1. Classification is a continuously on-going process consisting of some or all of the following:
    - (1) Classification questions done at the time of booking
    - (2) Classification interview with a Classification Officer
    - (3) Review of any disciplinary action taken against the inmate or incidents involving the inmate
    - (4) Review of CDCR custodial records
    - (5) Conferences with Probation or Parole Officers
    - (6) Officer observations of inmate attitude and behavior while in custody
- b) The facility is designed to reward responsible behavior, when possible, with more desirable living conditions. **FAILURE TO ABIDE BY THE JAIL'S RULES AND GET ALONG WITH STAFF AND FELLOW INMATES WILL RESULT IN PROGRESSIVELY LESS DESIRABLE LIVING CONDITIONS.** For those inmates who are later sent to state prison, poor behavior here can result in a higher security classification in the prison, as disciplinary documentation will be sent to CDCR.
- c) Housing assignments may be appealed to the Classification Unit. If the inmate disagrees with the resolution, he may appeal to the Jail Commander via the grievance process.

28) **MINIMUM SECURITY:**

- a) Only those inmates classified as Minimum Security may be transferred to the Minimum Security Facility. **HOUSING AT MINIMUM SECURITY IS NOT A RIGHT.** It is based on classification and behavior. All Minimum Security inmates will be expected to work at job assignments selected by the Minimum Security Staff. If you wish to be transferred to a Minimum Security Facility after sentencing, send a written request to the Classification Unit by filling out an information request form on paper or on the kiosk.

29) **RELIGIOUS SERVICES:**

- a) The religious program provides services and spiritual guidance for all inmates, regardless of denomination or faith. The Jail Chaplain or designee will conduct weekly non-denominational services.
- b) You may request arrangements for specific denominational practice, or personal spiritual guidance, through the Jail Chaplain or Programs Director.
- c) All religious services and personal spiritual guidance will be conducted in a designated quiet area.
- d) Marriages and baptisms will not be offered as a function of the Chaplaincy Program. All marriage requests will be directed to the Compliance Officer.

30) **MEDICAL SERVICES:**

- a) **GENERAL:** If you are in need of medical care, dental care, drug rehabilitation, alcohol counseling, mental health attention or testing for communicable diseases, you must submit a Request for Medical Care form. This form is normally located next to the locked medical box in the inmate dayrooms. If no slips are located in the dayrooms request one from an Officer or the pill call nurse at AM or PM pill call. The entire form must be submitted with inmate signatures on top and bottom portions of medical request form. **If you feel despondent or suicidal, notify the Corrections or Medical staff immediately.**
  1. All medical request slips must be placed in the locked medical box located in each housing unit. If the inmate's medical problem is not an emergency, he will be scheduled for sick call. Inmates can expect to be seen on sick call the business day following the day their request is submitted, barring any emergency condition. Sick call is announced in each tank. It is the inmate's responsibility to show up, not the staff's responsibility to locate him. If an inmate fails to attend sick call, another Request for Medical Care must be submitted in order for the inmate to be rescheduled for the next sick call.

2. Inmates will be screened and evaluated by a member of the Medical Staff. Within 14 days of incarceration, all inmates will be required to have a Health Appraisal and TB test at no charge. Medical Staff includes a physician, psychiatrist, dentist, licensed clinical social worker, physician's assistant, and nurse.
- b) **INMATE CO-PAYMENT FOR MEDICAL SERVICES:**
1. All inmates will be charged \$3.00 for routine inmate initiated medical and dental services. This charge will be deducted from the inmate's commissary account. Indigent inmates with less than a \$3.00 balance will have a hold put on their account for no withdrawals from their account until funds are available and the medical and/or dental bill is paid in full. There is no cut off dates to when funds expire.
  2. No inmate will be refused medical treatment due to a lack of funds, i.e., if you do not have money on your books.
  3. Commissary reserves the right to deduct the cost of medical treatment from future funds and deposits made into an inmate's account.
  4. The Corrections Staff recognizes that incarceration is a traumatic experience; therefore, Mental Health Services are available through the Medical Staff.
  5. If an inmate refuses to come to medical and be seen when called for any reason, they're still required to go down and sign the refused form. Otherwise they will be written up.
- c) **TANK WORKERS:**
1. The following qualifications are for general information purposes only. Any qualifications or restrictions may be changed or modified at any time:
    - (1) Tank workers must comply with officer instructions and orders at all times.
    - (2) All tank workers must maintain their personal housing area in an acceptable standard of cleanliness and order.
    - (3) All tank workers must maintain their assigned work schedule and must be available for any additional work detail or assignment.
  2. The following is a list of reasons inmates may **NOT** be qualified as tank workers:
    - (1) Any inmate who is not willing to comply with the above qualifications.
    - (2) Any inmate with a history of extensive violence.
    - (3) Any inmate with an extensive disciplinary history.
    - (4) Any inmate who has been involved in a violation of jail rules or the law while in custody.
    - (5) Any inmate not deemed suitable by jail staff.
  3. Inmates may ask a housing or tank officer to be added to the tank worker list to be hired in the event of a vacancy.
  4. Any correctional staff member may remove an assigned inmate worker from their position by completing an incident or disciplinary report documenting the reason for removal.
  5. If you have **ANY** type of medical chrono limiting your ability to perform the assigned tank worker duties, you are not eligible to be a tank worker. Any inmate with a medical chrono will have their medical status reviewed prior to being assigned as a tank worker.
- d) **PILL CALL:**
1. Over the counter medications (Tylenol, Ibuprofen, Antacid) are available for order on commissary order forms. All indigent inmates will receive one Tylenol packet in the welfare pack given at commissary. The maximum number of Tylenol or antacid packets you may have at any time is 8. If you require continuation of over the counter medications and are receiving the welfare pack, complete a medical sick call request form to be seen by the medical provider.
  2. If medications are prescribed for an inmate, it generally takes 24 hours for the nurse to receive the written order. If the nurse tells an inmate there is no written order for medication, it will not be delivered; it is illegal for a nurse to provide medication without an order.
  3. Unless the nurse expressly tells an inmate otherwise, all medications must be taken at the nurse's cart. Most narcotic pain medication will be received crushed for ingestion. You must always identify yourself by showing your wristband to the nurse and opening your mouth to be checked after you take the medication. **INMATES ARE NOT TO WALK AWAY FROM THE NURSE OR AN OFFICER WITHOUT FIRST TAKING THEIR MEDICATIONS, SHOWING THAT ALL MEDICATIONS HAVE BEEN SWALLOWED AND THAT THEIR CUP IS EMPTY. WATER IS THE ONLY ACCEPTABLE LIQUID FOR CONSUMPTION DURING PILL PASS.**

**4. Auburn Jail- F, G, H, I, J, K, L, M, MS4, O and P tanks-**

**(1) South Placer Jail- A, B, C, D, E and Minimum Security-**

(2) When pill call is announced, inmates expecting medications will get a cup of water and take a seat at the closest tables to the pill cart, or form a line at the discretion of the supervising officer. All inmates not receiving medication will lockdown on their bunks or assigned cells until released by the pod Officer.

(3) Inmates will be called forward one at a time to receive their medications.

**5. ADMINISTRATIVELY SEGREGATED INMATES:**

(1) Will be called out of their cells at the direction of the Officer. Inmates must have a cup of water with them.

e) Each inmate shall be advised and aware of what medications they are prescribed. If the inmate does not recognize the medication given him, he should clarify and confirm by asking the nurse about it BEFORE consumption. An inmate is not to receive another inmate's medication. Pill call occurs twice a day, usually between 5 AM to 6 AM and 5 PM to 6 PM

**31) HEALTH PROMOTION AND DISEASE PREVENTION:**

a) The medical staff has available to you a comprehensive selection of teaching materials for you to read and study away from the clinic area regarding disease prevention during incarceration. You can access these materials in the jail medical unit. The information and instructions include but are not limited to: materials on controlling your blood pressure, managing your diabetes, learning to manage stress, sexually transmitted diseases, communicable diseases frequently seen with incarcerated persons, HIV, Hepatitis, regular exercise, reducing amount of fat and cholesterol in your intake, and prenatal care. HIV testing is offered to all inmates. Please read the inmate education boards on the medical walls for directions.

b) Upon your release from custody, if you have been receiving medical and or mental health care while detained at this facility, you are encouraged to continue your health care with your private medical provider. At the time of your release from custody, you will be provided with an information sheet designed to help ensure this continuity of care. This information is located on the back of the property sheet in your property bag.

**32) LIBRARY:**

a) The Placer County Jails provide inmates with library privileges. This privilege is in the form of books located in the dayroom. The maximum number of library books an inmate may check out or possess at one time is two (2). Failure to return library books as directed will result in the loss of library privileges. Poor conduct or destruction of library books may cause loss of library privileges, discipline, or prosecution. At the time of release, any attempt to leave custody with library books in your possession may result in prosecution for attempted theft. Books provided by the jail are donated and are rotated as inventory becomes available. DO NOT submit requests, either verbal or written, for replacement books.

**33) LEGAL REFERENCE MATERIAL, PRO PER INMATES, NOTARY SERVICES:**

**a) GENERAL:**

1. Inmates are provided access to legal reference materials; however, pro per inmates have priority. During the course of your incarceration; if the court grants you pro per privileges, you may submit an information request form to the Compliance Officer advising of your pro per status. A copy of the court order stipulating the inmate is Pro Per is required for verification by Jail Administration. Inmates may request to use the Law Library by contacting the Housing Unit Officer or Floor Officer. The Law Library is available for inmates from approximately 7:00 AM to 10:00 PM, except during periods of lockdown.

**b) INMATES GRANTED PRO PER STATUS BY THE COURT:**

1. Pro Per status will be recognized for those inmates that are representing themselves on the Placer County criminal case(s) they are in custody for. Other civil or criminal cases will be evaluated on a case by case basis.

**c) INVESTIGATORS:**



1. You may petition the Court for a licensed Public Investigator, who may act on your behalf to make copies, gather information, file documents, etc. The Court may make an order appointing the investigator and the costs will be at the expense of the court. Investigators will be permitted "contact visits" to confer with you. Investigators are subject to screening and must adhere to all Jail rules and regulations like all professional visitors are required to follow. Investigators shall submit any legal materials to the Floor Officer for a security search prior to giving the materials to you.
- d) **PHONE CALLS:**
  1. Inmates may request calls by petitioning the Court for calls at the inmate's expense.
- e) **PHOTOCOPIES:**
  1. Inmates may request copies by petitioning the Court for photocopies at the court's expense.
- f) **SUPPLIES:**
  1. Inmates shall purchase supplies available from commissary. Indigent pro per inmates may request a legal pad, eraser pencil, legal mailing envelope stamped "Legal Mail Only" and a 9 x 11 business size envelope to hold legal documents only, not for mailing purposes. Commissary reserves the right to deduct the cost of legal supplies from future funds and deposits made into an inmate's account. The jail will only mail those letters addressed to bona-fide legal entities such as; attorneys, judges and courts.
- g) **NOTARY SERVICES:**
  1. Notary services are available on-site upon request Monday through Friday. An inmate or an outside source must supply the necessary documents to be notarized. Inmates may send an Information Request Slip requesting services from the Notary to Accounting. Notary requires a minimum 5 business day turnaround from receipt of documents. Currently there is no charge for this service. (Subject to change)
- 34) **WORK FURLOUGH, WORK RELEASE, COUNTY PROBATION:**
  - a) Inmates requesting Work Furlough, Work Release, or County Probation shall mail a request for application to:
    1. **Placer County Probation Department**
      - (1) 2929 Richardson Dr., Suite B
      - (2) Auburn, CA. 95603
      - (3) ATTN: Work Furlough Administrator
- 35) **1381 DEMAND:**
  - a) 1381 Demand (Out of County cases) - When an inmate qualifies to request a 1381 form (Must be sentenced to more than 90 days and sentenced on all charges), the inmate may request a 1381 form by filing an Information Request Slip with the Court Liaison. The inmate is to complete as much as they can and return the form to Court Liaison with all pages intact whereas then Court Liaison will process, mail to appropriate county and return pink copy to the inmate. If an inmate is sentenced to State Prison and has outstanding cases with other counties, the inmate will have to wait to file a 1381 from State Prison using their forms.
- 36) **MEDIA:**
  - a) Inmates are allowed to correspond freely with, or be interviewed by the media, as long as such access does not disturb the security, order, or safety of the facility. During an emergency, media access may be suspended. The Jail Commander, in advance of the proposed interview, must approve all requests for "face-to-face" or on camera interviews by the inmate or by the media. All other media interviews must be conducted during the inmates normal visiting times and dates.
- 37) **EDUCATION:**
  - a) The Inmate Education Program (IEP) offers a variety of classes and resources: GED Preparation and testing, High School diplomas under certain circumstances, Employability and Life Skills, and Career Technical Education (computers). The Education Program is expanding and other programs will be available

as resources allow. If you wish to participate or find out what is offered, send a request to: Attn: Inmate Adult Education Program. Availability and IEP resources are limited and not all Classifications of inmates may participate. The IEP reserves the right to enroll inmates based on their ability to meaningfully participate and attend enough coursework to allow for measurable learning to occur. It is recommended that inmates have a minimum sentence or expected stay of 60 days or more to enroll in classes. If a class is full, a waiting list will be created and monitored by IEP staff and inmates will be notified when space is available. Inmates are required to take a pre and post CASAS test or other appropriate examination to qualify for the early release program. Failure to take the CASAS post-test will result in loss of accumulated release credits.

- b) A full list of rules, requirements and expectations regarding the IEP and other available programming is given at enrollment. Failure to follow rules/guidelines may result in expulsion from the program and loss of accumulated credits. Below are a few of the rules:
1. It is the students responsibility to maintain all course materials/books/handout and other in clean and serviceable condition.
  2. Along with staff, students shall track their attendance. Under no circumstances shall students ask the instructors about attendance.
  3. IEP Supervisors and Jail Programs have final say over early release credits issued.
  4. Any form of confrontation, intimidation, hostility towards civilian staff in ANY jail program may result in expulsion from the program and loss of accumulated credits.
  5. Expulsion from any program is at the discretion of the IEP Supervisor and Program coordinator. There is no appeal.
  6. Anyone found misusing; defacing or abusing any IEP or County Property may be expelled from the program and may lose some or all of accumulated release credits. Violations may result in criminal charges, charges against the individual's commissary funds or other disciplinary measures.
  7. Program material is to be staple/metal binding/plastic binding free. If unsure, ask custodial staff. Student is responsible for these items if found in possession.
  8. Signing into/out of a class for another inmate will result in expulsion and loss of accumulated release credits.
  9. Once you have agreed to be GED tested and the test is purchased, you shall take the test. Failure to test will result in loss of accumulated release credits.
  10. Any form of cheating will result in expulsion and loss of accumulated release credits.

38) **INMATE RIGHT TO FREEDOM OF EXPRESSION WITHIN THE JAIL:**

- a) Inmates have the right to freely express their views as long as they are not posing a threat to the security of the jail or posing a clear danger of violence or disruption.
- b) The Corrections staff cannot forbid an inmate from, or punish an inmate for, peacefully expressing views that seem to conflict with the values of staff and/or the department, as long as such views are expressed in a fashion that does not pose a potential for disrupting the facility.
- c) Corrections Staff may prohibit groups of inmates from meeting for the purpose of expressing views that would present a clear danger of violence or disruption.
- d) Corrections Staff may take immediate disciplinary action against an inmate whose speech is inflammatory or expressing violence, and/or who encourages others to act in such a way that would interfere with the normal operation of the Jail. Refusing to respond to a lawful order given by a staff member may also result in disciplinary action.
- e) Inmates do not have the right to organize a labor union within a Jail.

39) **VOTING:**

- a) **Requirements** - To register to vote, the inmate must:
1. Be a citizen of the United States of America
  2. Be a resident of California
  3. Not be in prison, on parole or under Post-Release Community Supervision as a result of a felony conviction
  4. Be serving a state prison sentence in a California county jail
  5. Be serving a sentence for a felony pursuant to subdivision (h) of California Penal Code Section 1170
  6. Not have been declared mentally incompetent by a court of law

7. Not be serving a state prison term in a county jail under contract between state and local officials
- b) Registrar of Voters in the county in which he resides no later than 29 days prior to that election.
  1. Eligible inmates shall be allowed to vote in local, state, and federal elections. In order to vote in an upcoming election, an inmate must complete a voter registration card and mail it to the county election department.
  2. All voting shall be done by absentee mail in ballot
    - (1) The inmate shall write the Registrar of Voters in the county in which he is registered to request an absentee mail in ballot. The inmate must provide the following information:
      - (a) Printed name as registered
      - (b) Written signature as registered
      - (c) Current address as registered
      - (d) Address to which the absentee ballot is to be sent
    - (2) The Registrar of Voters in the county in which the inmate is registered must receive all requests for absentee ballots/vote by mail no later than seven days prior to the election.
    - (3) An exception to the above may be made on an emergency basis and by using the following procedure:
      - (a) A handwritten note may be hand carried to the Registrar of Voters in the county where the inmate is registered. The note must contain the following:
        - (i) The inmate's printed name as registered
        - (ii) The inmate's written signature as registered
        - (iii) Current address as registered
        - (iv) Specific name of the person who is to pick up and return the vote by mail ballot
      - (b) Once the vote by mail ballot is obtained, it may be hand carried to the inmate for voting and immediately returned to the Registrar of Voters by the person who brought it to him.
      - (c) An inmate may request a voter registration form and/or vote by mail ballot application from the Placer County Elections Division, 2956 Richardson Drive, Auburn, California 95603. The completed form and/ application must be returned to the Registrar of Voters in the county in which the inmate resides. A completed form and/or application for a county other than Placer County delivered to the Placer County Elections Division shall be forwarded to the proper county for the inmate.

40) **ACCESS TO COUNSEL:**

- a) All inmates, whether pretrial or sentenced, have the right to access legal counsel.
- b) To obtain legal counsel, an inmate may telephone private counsel, or the Public Defender's Office. To call the Public Defender's Office for free: After dialing 0 for collect, dial \*521.
- c) When legal counsel or a defense investigator meets with an inmate, they are to be provided with adequate space for a private meeting.
- d) An attorney or public defender is NOT permitted to give an inmate items such as envelopes, pens/pencils, writing tablets, etc. These items are available for purchase on commissary.

41) **TELEPHONE:**

- a) During booking, all new inmates shall be allowed the opportunity to make three (3) free local phone calls no later than three hours after arrest, except where physically impossible.
- b) The arrestee, if he or she is a custodial parent with responsibility for a minor child, has the right to two additional telephone calls within the local dialing area, or at his or her own expense if outside the local area, for the purpose of arranging for the care of the minor child or children in the parent's absence.
- c) Once housed, inmates may make outgoing telephone calls from their day rooms at any time while access to the telephones is permitted. **USE OF THESE TELEPHONES IS A PRIVILEGE, NOT A RIGHT, AND MAY BE REVOKED OR RESTRICTED.** Inmate conduct may determine telephone availability. Telephones will be turned off at lock down time and other times as deemed necessary by the Jail Administration.
- d) Telephone calls to the Public Defender's Office are free. Additionally, lists of free calls to support agencies will be posted in the dayroom. All other calls made from the dayroom telephone must be collect or debit calls. The charges for these calls are specified before the collect call is accepted.

- e) Three-way calling in this facility is strictly forbidden. If you attempt a three-way call, your phone will automatically disconnect. Things that will cause the phone to disconnect are:
    1. If the person you are calling has call waiting.
    2. If you or the person you are calling presses buttons on the phone during the call.
    3. If the person you call places you on hold.
    4. If there are long periods of silence.
  - f) Phone calls made by inmates to anyone other than an attorney, religious advisor, or licensed physician as directed by the courts, are not considered confidential. These calls are subject to monitoring and/or recording, and your call constitutes your consent to the monitoring and/or recording. Telephone calls to the Public Defender's Office and many other local attorneys are automatically considered privileged and not recorded/ monitored. To ensure that your call to your attorney is confidential, please submit an Inmate Request Form to the Compliance Office with all relevant information including your attorney's name and phone number. To request privileged and confidential status on any other particular phone call, you must submit an Inmate Request Form to the Compliance Office for consideration at least 72 hours in advance of the call, or obtain a Court Order. Additional information regarding the right to privileged calls is posted in the dayroom.
  - g) Upon booking, inmates must perform a telephone enrollment in order to make calls after housing. If you choose not to enroll to make telephone calls, you will not be able to use inmate phones in the housing units to make outgoing calls, and will not be allowed to have personal visits with friends and family. You must provide a 4 digit passcode during the enrollment process. This passcode prevents other inmates from using your specific login information to make calls under your name. **When entering your PIN # to make a call or visit, make every effort to keep other inmates from watching as you enter it.**
  - h) To make a call: Select language, press 1 to place a call, enter your PIN (Inmate ID plus 4 digit pass code), followed by the pound '#' sign. Your PIN number is the inmate ID located on your wristband, with 0's in front (NO LETTER P) plus the four digit passcode you created (ID + passcode) **EXAMPLE: 001758548765#**. You are required to enter your PIN # when making calls and when visiting friends and family.
  - i) **Any inmate found to be using another inmates pass code and pin for telephones or tablets, regardless of how they acquired the pass code and pin, is subject to Disciplinary action.**
  - j) Friends and family can set up a telephone account or inmate debit account by calling ICSolutions at 1-888-506-8407, or by going to [www.ICsolutions.com](http://www.ICsolutions.com)
  - k) **Inmate Voicemail:**
    1. Friends and family can leave voicemail messages for inmates via the inmate telephone system. Go to [www.ICsolutions.com](http://www.ICsolutions.com).
  - l) **Inmate E-mail:**
    1. Friends and family can send electronic correspondence (e-mail) to inmates. Go to [www.accesscorrections.com](http://www.accesscorrections.com) for details.
- 42) **"JAILHOUSE LAWYERS":**
- a) Inmates have the right to legal help/assistance from other inmates in their own tank or pod in preparation of writs, petitions, and other legal papers, etc.
  - b) The Officers may:
    1. Limit the time for such meetings between inmates
    2. Limit those meetings to two persons
    3. Limit the place for such a meeting if there is a security risk or "real threat" to the safety and good order of the Corrections Facilities
    4. Prohibit and discipline an inmate for asking for or accepting any consideration, such as money, food, or sex, for jailhouse lawyer services
- 43) **SHAKEDOWNS:**
- a) Shakedowns will be conducted on a regular basis and as needed. Inmate's property may be somewhat displaced during shakedowns. Officers will not scan inmate's legal documents during these searches unless in the presence of the inmate. Upon completion of the shakedown, inmates must report any issues with the shakedown immediately to jail staff members.

44) **LOCKDOWN:**

- a) Lockdown is the securing of inmates in their cells, or on their bunks in a dormitory tank. If the tank has no cells, inmates are required to be on their bunks. Lockdown will occur based on classification, jail security, and standard operating procedure. Normal evening lock downs are generally at the same time; however this is subject to change due to facility needs.
- b) If inmates are required to lock down, they will be ordered to "lock down," "go to your bunks" or an order similar to this. The meaning of the order will be clear and the inmates must immediately comply.
- c) Regardless of the reason for the lockdown, the procedure is the same. Those inmates with cells located in their tanks will go IMMEDIATELY to their assigned cell and lock the door behind them. Inmates housed in tanks without cells will go IMMEDIATELY to their bunks, get on them, and remain quiet. The only time the inmates in the open dorm tanks may leave their bunks during the night lock-down, is when they have to use the bathroom or have an emergency and need to speak with the Officer in charge. These are the ONLY exceptions.
  - 1. **Night Lockdown** - To be posted in each tank:
    - (1) Auburn Jail, Auburn-
      - (a) Tanks A, B, C, D, E, F, G, H, I, J, K, L, M O, P.....10:00 PM – 5:00 AM
      - (b) Tanks N, R, MS4.....11:00 PM – 5:00 AM
    - (2) South Placer Jail, Roseville-
      - (a) Tanks A, B, C, D, E, F.....10:00 PM – 5:00 AM
      - (b) G, Minimum Security.....11:00 PM - 5:00 AM
- d) Administratively segregated pods or cells that have not completed dayroom may go beyond the normal lock down times
- e) **Post-meal lockdown –**
  - 1. Post-meal lockdown is from the time the meal is completed until the trays are removed and the tank or pod is cleaned.
- f) **Lockdowns shall be required during emergencies as well as many other service and activity routines.**
- g) **NOTE: IN THE EVENT OF A DISRUPTION OR FIGHT, AIR HORNS MAY BE USED IN SOME HOUSING LOCATIONS. WHEN INMATES HEAR THE AIR HORN SOUND, THEY WILL IMMEDIATELY GET DOWN ON THE GROUND AND STAY DOWN. IF YOU DO NOT COMPLY, IT WILL BE ASSUMED YOU ARE PART OF THE DISRUPTION AND YOU MAY BE SUBJECTED TO THE SAME CONTROL MEASURES AND DISCIPLINE AS THE INITIAL COMBATANTS.**
- h) In addition to the normally scheduled evening and meal lockdown times, inmates will comply with directives to lockdown for any reason.
- i) **NOTE:** If inmates get into a fight and you do not lock down, it will be assumed you want to be part of the fight and you may be subjected to the same control measures and discipline as the initial combatants. In addition to the normally scheduled evening and meal lockdown times, inmates will comply with directives to lockdown for any reason.
- j) Certain disciplinary and administrative segregation lockdown inmates are not allowed to be off of lockdown with the other inmates in the tank. If this is the case, the general population inmates will be required to lock down while these inmates are out of their cells.

45) **SPECIAL HOUSING:**

- a) If it is determined that you are an escape risk, prone to assault staff or other inmates, or likely to need protection from other inmates, you will be placed in the appropriate special housing. You will be afforded Title 15 rights, except under extreme circumstances of danger to yourself, other inmates, or Jail Staff. The Jail Commander must approve any suspension of Title 15 rights.

46) **DISCIPLINARY SEPARATION:**

- a) Disciplinary Isolation or (DS) is a form of discipline imposed on inmates whose actions warrant such discipline based on jail rule violations. Inmates placed in Disciplinary Separation will still receive their Title 15 requirements. Disciplinary penalties have been developed to maintain the safe, secure, and orderly operation of the jail facilities.

- b) Inmates will be allowed to possess only the following items while housed in Disciplinary Separation:
  - 1. One mattress unless specified by medical
  - 2. All jail issued clothing and bedding
  - 3. Jail issued cup, shampoo and hygiene kit
  - 4. Jail issued rulebook (if one is issued)
  - 5. Pencil, paper, and envelope on request (requests must be made to commissary and items will be passed out on Thursdays only). Inmates are not allowed to take any personal correspondence material with them while they are on DS.
  - 6. Legal mail
  - 7. One book of faith (i.e., Bible, Book of Mormon, Koran, etc.)
- c) All other property in the inmate's possession will be stored until they are released from Disciplinary Separation. All library books will be returned to the designated book supply area.
  - 1. Inmates will lose the following privileges while housed in Disciplinary Separation:
    - (1) All visits other than attorney visits
    - (2) Television
    - (3) Law library kiosk (unless Pro Per) and access to books from the inmate library cart
    - (4) Participation in programs
    - (5) Outdoor recreation
    - (6) The ability to order or receive commissary
    - (7) Telephones
    - (8) Tablets
    - (9) Radios
- d) Inmates on DS shall not be denied access to the courts or their attorney. Inmates can send and receive personal mail. Newspapers, books, and other periodicals will be stored until the inmate is released from isolation.
- e) Inmates on Disciplinary Separation will be allowed out of their cell for 60 minutes every other day and one half hour (1/2) every Saturday. The dayroom time provided will be based on classification and current housing of the inmate in full compliance with Title 15 rules and regulations. During this time out, they shall stay within the clearly marked red boundary line in the dayroom. Talking to other inmates within the tank will not be tolerated and may result in a loss of dayroom of exercise/recreation time for that day, and may result in further discipline. Administrative Segregation inmates housed in a tank with inmates on DS will have no contact with the inmate on DS. Administrative Segregation inmates will stay within the clearly marked red boundary line in the dayroom.
- f) **INMATES ON DISCIPLINARY SEPARATION WILL RECEIVE MEALS FROM A DIFFERENT MENU.**
- g) Inmates placed on a disciplinary meal plan (the loaf) will receive a special menu approved by the Corrections Commander and jail medical provider. These meals will be served twice in each 24-hour period, during breakfast and dinner, with milk, (INMATE WILL NOT BE GIVEN A LUNCH) and be served in increments of 72 hours. The disciplinary meal plan will continue past 72 hours only with the approval of the Corrections Commander.
- h) If an inmate on Disciplinary Separation is attempting to post bail, they will send an Inmate Request Form to the Duty Sergeant requesting to contact the bail agent directly via phone.

47) **RESTORATION OF CREDITS REQUEST:**

- a) Inmates may submit a **ONE-TIME** request for restoration of credits taken from disciplinary actions.
  - 1. Inmates must be disciplinary free for a period of 180 days prior to submitting request.
  - 2. A disciplinary free period shall commence immediately following the date and time an inmate is identified as committing a rule violation.
  - 3. Any loss of credits taken from severe rule violations **ARE NOT** eligible for credit restoration.
  - 4. All Restoration of Credit requests are reviewed on a case-by-case basis. Although some rule violations are not excluded from the request process, you are not guaranteed to have any or all of your revoked credits returned by submitting the form.
  - 5. An inmate may apply for up to 100 percent of any credits forfeited for a jail rule violation determined redeemable.

48) **INTERCOMS:**

- a) The intercoms in this facility are for your safety and care. They are to be used to report emergencies and other immediate problems. Misuse and or covering of the intercoms will result in disciplinary action being taken against the offending inmate.

**INCARCERATION FEES:**

- b) Inmates sentenced to serve time in the Placer County Jail may be charged fees for their incarceration. Those inmates housed at the Main Jail may be charged a fee of \$121.00 per day and \$112.00 if housed at Minimum Security. These fees are based on the inmate's ability to pay as determined by Placer County Revenue Services, and are subject to change yearly.

49) **DIRECT ACCESS PHONE NUMBERS: (Free of charge)**

- a) **Public Defender's Office:** After pressing 0 for a collect call, press \*521. **Parole:** After pressing 0 for a collect call, dial \*560. **Child Support Service:** After pressing 0 for a collect call, dial \*570. **PREA Hotline:** Follow prompts, press #52 when directed. **Homeless Helpline:** After pressing 0 for a collect call, dial \*237

50) **ELECTRIC SHAVERS:**

- a) Inmates housed in special housing tanks (Auburn- A, B, C, D, E, N, R), (South Placer- C, F, G) and housed on Administrative Segregation or Disciplinary Isolation status (dayroom is every other day and every Saturday) anywhere in the jail will be allowed to use the electric shaver during their allotted dayroom time. If any of these inmates have court, they will be allowed to use the shaver after breakfast if time allows. Inmates will be provided the opportunity to clean the razor heads with the approved disinfectant cleaning solution prior to using them. General population inmates will be allowed to use the shavers after breakfast, after the tank has been cleaned and Pill Pass has been conducted. For male inmates, the shavers are for the face only, not any other part of the body. Female inmates may shave their armpits and legs as well. The shaver(s) and cleaning solution will be made available to the general population inmates until approximately 10:00 PM, at which time staff will put the razor(s) away. The disinfectant solution is only to be used on the razor heads and to remain in the tank designated shaving area. Drinking the disinfectant may cause illness or death.

51) **NO HOSTAGE POLICY:**

- a) The Placer County Sheriff's Office Corrections Division maintains a **NO HOSTAGE FACILITY** and will not bargain with hostage takers for any reason, including the following:
  - 1. Escape
  - 2. Exchange of hostages
  - 3. Release of other inmates
  - 4. Furnishing weapons
  - 5. A supply of dangerous drugs or alcohol
  - 6. Granting amnesty
  - 7. Transportation

52) **OUTSIDE ASSISTANCE UPON RELEASE:**

- a) Should you be in need of assistance, the following services are available to you after you are sentenced:
  - 1. Substance abuse treatment referral
  - 2. Education referral
  - 3. Mental health treatment referral
  - 4. Probation: formal supervision
  - 5. Income resources
  - 6. Medical assistance
  - 7. Veteran's assistance
  - 8. Family services
  - 9. Assistance with disability, medical, family benefits

- b) The names and phone numbers of these services are printed on the back of your pre-booking intake sheet and placed in your property bag. You will have access to them upon your release.

53) **JAIL SUBSTANCE ABUSE SERVICES:**

- a) Provides eligible inmates with education, resources and placement referral information. They work closely with the Courts, Probation, and various county agencies, local and regional, including locally based community organizations. Weekly educational program sessions are held at the Minimum Security facility through Alcohol and Drug Abuse Prevention through Transition (ADAPT). If you would like to speak with the jail counselor, send an inmate request form to the Substance Abuse Program or the jail Compliance Officer, stating your question or request.

54) **RADIOS:**

- a) Inmates on Disciplinary Isolation are not allowed to possess radios, ear buds or batteries. Inmates that own a radio, ear buds and batteries must present these items to the booking officer in order to be released from custody. All radios and ear buds are warrantied for a period of seven (7) days from date of accepting the item from the Trinity Commissary Representative. If a radio or ear buds break in the seven (7) day period, you must turn in the item, with proof of purchase (receipt), to the Trinity Commissary Representative the following Thursday to have your item considered for replacement. To ensure a warranty replacement item works, it is highly recommended that you test the item in the presence of the Trinity Commissary Representative. Warrantied radio items can only be exchanged once. All radios, ear buds and battery prices listed on the jail commissary order forms are pre-tax prices. Radios ordered through [WWW.MYCAPACK.COM](http://WWW.MYCAPACK.COM) do not include batteries. Inmates must order batteries through jail commissary.
- b) **Auburn Jail-** Do not give any radios or ear buds to jail commissary or custody staff for replacement.
- c) Inmates shall be allowed to possess only the following radio items at any time: One AM/FM radio, two sets of ear buds and two AAA batteries. Possession of more than the above radio items will be considered contraband and may subject the inmate to the following: Disciplinary sanctions or permanent or temporary loss of radio, batteries and ear buds. **Auburn Jail-** Inmates must have purchased these items through commissary in order to possess them. If an inmate purchases more than one radio or two sets of ear buds, the inmate is required to submit the extra item(s) of their choice to an officer to be placed into their property bag, or have the items disposed of at the inmate's direction.

55) **MARRIAGES:**

- a) Inmates can get married while in this facility. To start the process. Send a request slip to the Compliance Officer to begin the process. The Jail reserves the right to deny a marriage based on an inmate's behavior while that inmate is in custody.

56) **SEXUAL MISCONDUCT:**

- a) The Placer County Sheriff's Office strives to ensure that all of our detention facilities protect inmates from all forms of sexual misconduct.
- b) Acts of indecent exposure, sexual disorderly conduct and exhibitionist masturbation will not be tolerated. Any inmate who "willfully and lewdly" exposes their private parts or who touches (without exposing) his/her genitals, buttocks or breasts in a manner that demonstrates it is for the purpose of sexual arousal, gratification, annoyance or offense will be subject to a rule violation and criminal prosecution (PC 314.1/indecent exposure; PC 647/disorderly conduct).
- c) Any type of sexual contact or sexual activity (either consensual or non-consensual) is strictly prohibited and unlawful.

57) **SEXUAL ABUSE OR ASSAULT:**

- a) Sexual assault is an intolerable and serious crime. While you are incarcerated, you have the right to be safe from sexual assault and no one has the right to pressure you to engage in sexual acts. The Placer County Sheriff's Office is committed to providing a safe, humane, secure environment, free from sexual assault or abuse – and will investigate all reported incidents of sexual assault. **REPORT IT IMMEDIATELY.**
- b) Avoiding Sexual Assault – Here are some things you can do to protect yourself against sexual assault:



1. Carry yourself in a confident manner at all times. Many rapists choose victims who look like they won't fight back or are emotionally weak. Do not permit your emotions (fear/anxiety) to be obvious to others.
2. Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them. Placing yourself in debt to another offender can lead to the expectation of repaying the debt with sexual favors.
3. Do not accept an offer from another inmate to be your protector.
4. Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
5. Stay in well-lit areas of the facility and position yourself in areas where you can see a staff member and the staff member can see you.
6. Choose your associates wisely. Look for people involved in positive groups and activities (e.g., educational programs, religious services, etc.)
7. Trust your instincts. If you fear for your safety, report your concerns to staff.
8. If you are being pressured for sex, report it to any employee immediately.

**c) WHAT TO DO IF YOU ARE ASSAULTED:**

1. Get to a safe place and report the attack to an employee immediately. Staff will offer you immediate protection from the assailant and refer you for a medical examination and clinical assessment. Specific information may make it easier for staff to assist you and investigate.
2. Seek medical help. It is important to have a medical evaluation BEFORE you shower, wash, brush your teeth, drink, eat, change clothing or use the bathroom; although you may feel the urge to bathe, change clothing or clean following a sexual assault, contact a staff member immediately before taking any such action. Medical personnel will examine you for injuries which may not be readily apparent to you. They can also check you for sexually transmitted diseases and gather any physical evidence of assault. If you do change clothing, bring the clothes and underwear that you had on at the time of the assault with you to the medical exam.
3. Later on – seek support of a trusted friend, chaplain or victim services person. Mental Health staff is available for crisis care.

**d) HOW TO REPORT AN INCIDENT OF SEXUAL ASSAULT:**

1. It is important that you tell a staff member immediately. You can tell an officer, deputy, teacher, chaplain, nurse, volunteer or any other staff member with whom you feel comfortable.
2. Report inappropriate staff/inmate behavior immediately. All efforts will be made to assure confidentiality and you will not suffer disciplinary repercussions for reporting factual information.
3. Reporting can be done verbally or in writing to any staff member, or by using an Inmate Grievance Form, Inmate Request Form, or writing a letter to anyone within the chain of command, up to and including the Sheriff.
4. If you are involved in an inappropriate staff/inmate relationship, you may seek counseling and/or advice from a mental health specialist. Tell the person whom you are reporting to that you would like to speak to someone.
5. If you report an incident, you will speak with investigative staff. You should not discuss this information with anyone else.
6. You can call the PREA Hotline to make a confidential report from any inmate phone. Listen for the prompts and press #52 when directed to do so. The call is free, confidential and your PIN will not be required.

**e) COUNSELING PROGRAMS FOR VICTIMS OF SEXUAL ASSAULT:**

1. If you have been the victim of an assault by staff or inmate, you may seek counseling and/or advice from a mental health practitioner or chaplain. Crisis counseling, suicide prevention and mental health counseling are all available to you.
2. If you witness an attack, report the attack to any employee or supervisor.
3. If you feel that you need help to keep from sexually assaulting someone else, psychological services are available to help you gain control over these impulses. To reduce immediate feelings of anger or

aggression, try talking to or writing a friend, meditate, do breathing exercises to relax, or engage in some type of exercise.

58) **FRATERNIZATION – INAPPROPRIATE STAFF / INMATE RELATIONSHIPS:**

- a) The Placer County Sheriff's Office will not tolerate or condone any manner of sexual abuse, harassment, or sexual contact involving inmates and staff. There is no such thing as a consensual staff/inmate relationship. Zero tolerance is the policy. Penal Code Section 289.6 is the law.
- b) **NOTE:** False reporting or lying during investigations is not tolerated. If you knowingly report false information, you will be charged with Falsely Reporting a Crime
- c) **What is "inappropriate staff/inmate relationships"?**
  - 1. Any sexual advance by inmates, staff members, agents, or volunteers of the Sheriff's Office.
  - 2. Any request for sexual favors by inmates, staff members, agents, or volunteers.
  - 3. Any verbal or physical conduct of a sexual nature toward an inmate by staff, agents, or volunteers, or the same conduct by an inmate toward staff, agents, or volunteers.
  - 4. Unnecessary physical contact between staff and inmates, including touching, kissing or hugging.
  - 5. Staff viewing an inmate (without a legitimate security interest) while the inmate is using the toilet, showering or dressing.
  - 6. Inappropriate comments about personal appearance.
  - 7. Language of a sexual nature, off-color jokes, improper comments or gestures.
  - 8. Unprofessional conduct, including over-familiarity, favoritism, gift exchanges, writing personal letters between inmates and staff, discussion of personal matters, and all other acts prohibited by Sheriff's Office policies and inmate rules.
- d) **How can you avoid inappropriate staff / inmate relationships?**
  - 1. Carry yourself in an appropriate manner at all times. Do not become overly familiar with any staff members.
  - 2. Refer to staff as Officer, Mr., Ms., or by their appropriate professional title. Do not call correctional staff by their first names.
  - 3. Use clothing and towels to maintain your privacy on your person. Male officers will announce their presence only when entering an area that female inmates are allowed to be in a state of undress. If a security concern exists, officers will NOT announce their presence. Remember, privacy is your responsibility too!
  - 4. Do not intentionally expose or flash yourself to staff. Do not present yourself in an intentional state of undress. If you know an officer is entering your housing area, be properly dressed.

**CORRECTIONS DIVISION**  
**Placer County Sheriff's Office**  
**DEVON BELL**  
**Sheriff – Coroner – Marshal**

**RULES OF INMATE CONDUCT**  
**DISCIPLINARY SECTIONS**

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**INMATES DISCIPLINARY PROCEDURE – CORRECTION FACILITIES**

**NO INMATE SHALL BE ALLOWED TO EXERCISE THE RIGHT OF PUNISHMENT OVER ANY OTHER**  
**INMATE OR GROUP OF INMATES**

1) **GENERAL RULES OF CONDUCT:**

- a) All rules of conduct, as well as any order given to an inmate by jail or court staff members, **MUST BE OBEYED**. These rules of conduct and orders are for inmate safety and protection, as well as the security, control and management of the facility. Failure to follow any rule or order given by jail or court staff members can result in disciplinary action or criminal prosecution.
  1. ONLY the inmates assigned to a specific cell (or pod) are allowed to enter that cell (or pod). **INMATES SHALL NOT ENTER ANY CELL OTHER THAN THEIR OWN ASSIGNED CELL**. Visiting other inmates in their cells is **PROHIBITED**.
  2. The jail identification **wristbands** are to be worn at all times while in custody. It includes your Jail Identification Number. You will be required to use these numbers when completing Inmate Request slips and various jail forms. You will also be required to show your wristband in order to receive your mail, medication, commissary and meals. Do not tamper with the identification wristband. If the wristband becomes worn out, torn or faded, notify an officer immediately so that it can be replaced.
  3. **Clothing** is to be worn completely covering the upper and lower torso whenever you are out of your cell or off your bunk if housed in dorm housing. Inmates are required to wear their t-shirts whenever they

are out of their cells. Female inmates will wear a T-shirt and pants or nightgowns, while in bunks for sleeping purposes. Females will wear bras outside their cell (except in the shower). Blankets are not to be removed from bunk unless directed by an Officer. No clothing/bedding items will be used to obstruct the Officers view of any bunk or area.

4. **Shower shoes** (thongs) may only be worn in the dayroom areas. When you leave your pod for any reason, appropriate footwear ("jellies", PVC sandals, or deck shoes) shall be worn.
  5. Inmates are prohibited from demanding any favors, financial contributions, or commissary items from other inmates for "protection" or any other reason. This type of activity should be reported to an officer.
  6. **Smoking** is not permitted at any time while in custody. Any inmate in possession of any tobacco product in any form, including snuff products, smoking paraphernalia, any device that is intended to be used for ingesting or consuming tobacco, or any container or dispenser used for any of those products are prohibited. All smoking materials, including lighters and matches, are considered contraband.
  7. Loud talking, shouting or other noises are prohibited whenever you are out of your housing area (except to attract an officer in an emergency).
  8. Do not interfere with the opening or closing of any door or gate. Cell doors shall not be jammed or propped open; elevator doors shall not be obstructed.
  9. Go directly to and from the various areas of the facilities without stopping and talking to others.
  10. Areas that have been cordoned off with red or yellow markings are restricted areas in housing areas and recreation yard, and shall not be crossed.
  11. The only items that are allowed to be in an inmate's possession are the items specifically issued to an inmate, bought from the commissary or authorized by a jail staff member (e.g., reading and writing materials, items of personal hygiene and food ordered from the jail commissary). **All other items, as well as any jail-issued or commissary-bought items constructed, modified or altered for use with the intention of using the item in a manner that was not originally intended shall be considered contraband and possession of them is prohibited. Any item(s) used inappropriately, modified from its original state or used for anything other than its original purpose will be considered contraband and may be confiscated and disposed of.**
  12. The **only** item allowed to be in an inmate's possession while out of their cell/pod is their legal paperwork (in a reasonable amount), when going to and from the law library, attorney/legal assistant interviews or to court. **Books, newspapers, pens, Bibles and combs are not to be taken with you from the pod.**
- b) **In addition, the following activities and / or actions are prohibited:**
1. Sitting or loitering on the stairs, rails, and upper tier walkway or dayroom tables.
  2. Theft of another inmate's property.
  3. Arguing or fighting with other inmates.
  4. Assaults on inmates, jail staff, court staff or other persons. All assaults will be submitted for prosecution.
  5. Profanity, derogatory or threatening remarks to inmates or jail/court staff members.
  6. Insubordination or disobedience toward any jail or court staff member.
  7. Destruction or damage of jail or court facility equipment or property.
  8. Writing graffiti on jail or court facility equipment or property.
  9. Rattling or pounding on cell or court walls, windows and/or doors.
  10. Possession of dangerous weapons or implements.
  11. Possession of contraband (all inmates in the cell are held equally responsible and accountable).
  12. Possession of or attempting to make "Pruno" or any other jail-made alcohol beverage.
  13. Starting a fire. Using the TV cord, or any other electrical appliance as a "hot wire" may result in damage and cause the removal of the damaged appliance from the pod.
  14. Passing articles from one inmate to another.
  15. Gambling of any nature, including card games.
  16. Escape attempts. (Note: The keys that the jail staff members carry within this facility will NOT open ANY doors leading out of the jail. Those keys are never carried inside the facility for any reason, or at any time).
  17. Providing misinformation to jail or court staff (e.g., lying, feigning illness to receive medical attention, etc.).
  18. Misuse of the Law Library or theft of Law Library materials.

19. Misuse of medications (e.g., in possession of another inmate's medications, hoarding, etc.).
20. Disruption of Jail operations (e.g., feeding process, clothing exchange, medication pass, commissary distribution, count, etc.).
21. Extortion (obtaining property, favors or financial contributions from another inmate by using force or intimidation).
22. Instigating or participating in a riot.
23. Making, giving, or receiving tattoos, or possession of any tattoo paraphernalia.
24. Any type of sexual contact or sexual activity, (either consensual or non-consensual), is strictly prohibited.
25. Acts of indecent exposure, sexual disorderly conduct and exhibitionist masturbation will not be tolerated. Any inmate who "willfully and lewdly" exposes their private parts or touches (without exposing) his/her genitals, buttocks or breasts in a manner that demonstrates it is for the purpose of sexual arousal, gratification, annoyance or offense will be subject to a rule violation and criminal prosecution (see SEXUAL MISCONDUCT, page 25.)
26. Posing for photographs taken by visitors. Cell phones and other wireless communication devices are strictly prohibited. If your visitor is found to have a cell phone in their possession, it may result in criminal prosecution (PC 4575) and permanent expulsion.
27. A refusal or failure to obey any other rule or procedure listed in this handbook or any order issued by any Department employee.

2) **HOUSING AREAS:**

- a) Inmates will be responsible for the cleaning of their individual cells, both walls and floors. Inmate workers will be assigned by the floor officers to clean the dayroom area.
- b) If you have **ANY** type of medical chrono issued via the jail medical unit, you are not eligible to be a tank worker. If you are found to have a medical chrono while you are a tank worker, you will be removed as a tank worker and face possible disciplinary sanctions.
- c) All inmates in the cell will be held equally responsible and accountable for any damage to the cell. If there is any pre-existing damage in the cell, it is your responsibility to report it to an officer.
- d) Cells are checked for cleanliness by regular inspections conducted by jail staff members. Clean and sanitary conditions apply to all housing areas of the facility and include the following rules:
  1. No clothing, pictures, or any other items may be hung or attached in any way to the doors, walls, lights or bunks. Such items shall be considered contraband and may be confiscated and destroyed or seized as evidence. **(Officers are not responsible for damage while removing pictures or articles affixed to a wall or bunk).**
  2. Bedding, linen, clothing and towels shall not be hung on the bunks as curtains or tents. You may temporarily hang a wet towel to dry, however, the towel shall not be hung in a manner so that it obstructs the officer's view.
  3. The windows, vents and light fixtures shall not be covered or obstructed.
  4. The walls shall be free of any adornment. There shall be no food, toothpaste or writing on the walls at any time. If any writing is present at the time of inspection, the inmate(s) assigned to the area will be held accountable.
  5. All trash shall be placed into the garbage cans provided in the dayroom area. There will be no paper or garbage allowed on the floor at any time.
- e) All inmates shall make up their beds each morning. Your bed should be made anytime you're not in it.
- f) All personal property shall be placed on the desk or in the trays beneath the bunks. No property shall be kept or maintained on the floor of the housing area, except shoes.
- g) Inmates may possess up to ten (10) books, magazines or newspapers. Inmates may only possess two (2) county books at one time.
  1. Writing material will be allowed, but not so excessive as to become a fire hazard
- h) Any reading material stored in the inmate housing area exceeding the allowable amount will be seized and placed on the inmates' property bag or bin. If reading materials are unable to be identified belonging to a specific inmate, they may be forwarded to the library or disposed of at the discretion of jail staff. Inmates may donate any of their own reading material to the library, **but not** directly to another inmate.

- i) Toilets are for human waste only. Food and garbage shall not be put into the toilets or sinks. Toilets and sinks shall be kept clean.

3) **DISCIPLINARY ACTIONS:**

- a) For the safety and security of all staff and inmates, you are required to comply with all applicable laws, (Local, State and Federal), correctional facility regulations and staff directives. Violations may result in disciplinary sanctions, civil prosecution, or criminal prosecution.
  - 1. Facility rules must be followed. Failure to do so may lead to:
    - (1) Reprimand
    - (2) Loss of one or more privileges for up to 30 days or longer
    - (3) Restitution through civil prosecution
    - (4) Disciplinary Separation
    - (5) Loss of Good Time and/or Work Time credits the inmate may have earned
    - (6) Removal from inmate worker or tank worker status
    - (7) Criminal Prosecution
    - (8) Disciplinary diet
  - 2. Access to the courts and legal counsel will not be suspended as a disciplinary measure.
  - 3. If an inmate refuses to sign a discipline indicating whether or not they want a written appeal or verbal hearing with a sergeant, the proposed discipline will automatically be imposed.

## INMATE DISCIPLINARY OFFENSES

MINOR OFFENSES	
1	Alteration of housing area and cells (e.g., clothing, pictures or any other items shall not be hung or attached in any way to the walls or bunks, windows, vents and light fixtures shall not be covered. Bedding or linen shall not be hung on the bunks as curtains or tents)
2	Being in an unauthorized area (including another inmate's cell).
3	Cell cleanliness
4	Disruption of facility, routine (e.g., feeding process, clothing exchange, medication pass, count, commissary distribution, etc.)
5	Failure to follow instructions
6	Misinformation to staff (e.g., lying, feigning illness to receive medical attention, etc.)
7	Misuse of Law Library or theft of Law Library materials (e.g., misuse or damaging the kiosk, tearing pages out of books)
8	Possession of, or passing contraband (other than a weapon)
9	Unauthorized communication (e.g., passing notes, hand signing, etc.)
10	Visiting rules (e.g., sitting on the table, not exiting the visiting area when notified, exposing body parts, posing for photographs, hand signals and non-verbal communication)
11	Violation of inmate correspondence guidelines
12	Miscellaneous (any violation considered to be "Minor", not specifically enumerated in these jail rules). This includes, but is not limited to: radios, gambling, exiting the housing area without authorization, being improperly dressed in the dayroom, sitting on dayroom tables or upper tier rail or stairway, boisterous or argumentative behavior (with inmates or staff), or other minor acts of non-conformance.

4. The amount of disciplinary time (or loss of good time and/or work time) for **MINOR** violations (#1 - #12) is as follows:
  - (1) The **first violation** of a minor rule shall be two (2) weeks loss of commissary & tablet use.
  - (2) The **second violation** of any minor rule shall be five (5) days D/S, three (3) weeks loss of commissary, two (2) weeks loss of visiting & tablet use.
  - (3) The **third violation**, or subsequent, of any minor rule shall be ten (10) days D/S., Four (4) weeks loss of commissary, three (3) weeks loss of visiting & tablet use.
    - (i) \*When determining whether a rule violation is the inmates first, second or third offense, all prior "minor" violations will be reviewed for the current stay in custody, within the last 60 days.
    - (ii) \*In addition to the prescribed discipline for the violation, inmates may be subjected to loss of good time/work time credits pursuant to 4019 PC.

MAJOR OFFENSES	
13	Burning or starting fires
14	Extortion
15	Fighting (e.g., mutual combat)
16	Instigating or being involved in a disturbance
17	Misuse of inmate identification (e.g., in possession of another inmate's I.D., destroying, removing or altering same, or being out of the cell without an I.D. wristband)
18	Misuse of medication (e.g., cheeking, in possession of another inmate's medication, hoarding, etc.)
19	Possession or attempt to make jail-made alcohol or "Pruno"
20	Stealing or theft (from the County of Placer or other inmates)
21	Threatening facility staff members
22	Vandalism (damage to county property, to include electrical (hot-wiring), plumbing, telephone, doors, graffiti, etc.)
23	Insubordination (for example: refusing a direct order, refusing to go to court, etc.)
24	Smoking and/or in possession of smoking materials (including matches, lighters, and smokeless tobacco)
25	Miscellaneous (any violation considered to be "Major", not specifically enumerated in these jail rules, including all laws)

5. The amount of disciplinary time (or loss of good time and/or work time for inmates) for **MAJOR** violations (13 - 25) is as follows:
- (1) The **first violation** of a major rule shall be seven (7) days D/S, 2 weeks loss of commissary, 2 weeks loss of visiting and tablet use.
  - (2) The **second violation** of any major rule shall be ten (10) days D/S, three (3) weeks loss of commissary, three (3) weeks loss of visiting & tablet use.
  - (3) The **third violation**, or subsequent, of any major rule shall be fifteen (15) days D/S, four (4) weeks loss of commissary, four (4) weeks loss of visiting & tablet use.
    - (a) \*When determining whether a rule violation is the inmates first, second or third offense, all prior "major" violations will be reviewed for the current stay in custody within the last 120 days.
    - (b) \*In addition to the prescribed discipline for the violation, inmate may be subjected to loss of good time/work time credits pursuant to 4019 PC.

SEVERE OFFENSES	
26	Assault on an inmate (e.g., unprovoked attack on another inmate)
27	Introduction into a facility, possession of, under the influence of a controlled substance, or cheeking/storing of any narcotic medication or drug.
28	Instigating or participating in a riot
29	Possession or manufacture of a weapon or sharp implement (includes, dismantling or disassembling an electric razor)
30	No inmate shall make a false report
31	Sexual Misconduct (e.g., indecent exposure, sexual disorderly conduct, exhibitionist masturbation, or any type of sexual activity)
**32	Assault on staff member
**33	Escape or attempted escape
**34	Arson



6. The nine (9) **SEVERE** rule violations (26 - 34) are considered to be of the most grievous in nature and the strictest enforcement of these rules shall be applied. The amount of disciplinary time (or loss of good time and/or work time for inmates) for these **SEVERE** violations is as follows:
  1. The **first violation** of a severe rule shall be fifteen (15) days D/S (disciplinary separation), four (4) weeks loss of commissary, four (4) weeks loss of visiting & tablet use.
  2. The **second violation** of any severe rule shall be twenty one (21) days D/S, six (6) weeks loss of commissary, six (6) weeks loss of visiting & tablet use.
  3. The **third violation**, or subsequent, of any severe rule shall be thirty (30) days D/S, six (6) weeks loss of commissary, six (6) weeks loss of visiting & tablet use.
    - (a) When determining whether a rule violation is the inmates first, second or third offense, all prior "major" violations will be reviewed for the current stay in custody within the last 180 days.
    - (b) \*\*Rules 32, 33 and 34 may be punished above and beyond the recommended punishments based on the nature and severity of the offense.
    - (c) In addition to the prescribed discipline for the violation, inmate may be subjected to loss of good time/work time credits pursuant to 4019 PC.

#### **ADDITIONAL CONSIDERATIONS:**

7. In addition to the prescribed discipline for the violation, sentenced inmates may be subjected to loss of good time/work time credits, pursuant to 4019 PC.
8. Cycle(s) of the Disciplinary Loaf may be imposed with multiple Major or Serious Major rule violations.

#### **MINIMUM SECURITY FACILITY:**

1. While on work crews or details, inmate workers **are NOT ALLOWED TO:**
  - a. Use or possess alcohol, drug or tobacco in any form.
  - b. Possess any tobacco paraphernalia including but not limited to: empty cigarette boxes or chewing tobacco cans, matches, rolling papers, lighters, cigarette butts, etc.
  - c. Contact friends or relatives for any reason. This includes using any type of communication including but not limited to; personal contacts, telephone, cell phone texting, E-mail or asking to have letters mailed.
  - d. Possess U.S. currency for any reason.
  - e. Conspire with civilians to receive contraband drops.
  - f. Receive contraband drops.
2. **JOB ASSIGNMENTS** – are made on an as needed basis and when medical clearances are processed.
  - a. If you have **SPECIAL TRAINING**, as in the building trades, etc., let the Officers on day shift know.
  - b. Minimum Security inmates will work where they are assigned. Refusal to work will result in possible disciplinary action, loss of all good and work time and rehousing at the Main Jail.
  - c. Inmates who fail to appear for scheduled health evaluations to be cleared for kitchen details will be disciplined.
3. **LAUNDRY:**
  - a. Laundry is done Monday through Friday. Place dirty laundry on laundry loops and place the loop with the laundry into the laundry bin. If the loop is placed through belt loops on the pants, the loop must be passed through a minimum of three (3) belt loops. Laundry is taken out early in the morning, returned in the afternoon and distributed by tank workers.
4. **BUNK AREAS:**
  - a. You will have (1) drawer to store ALL your personal gear. Your shoes, boots, or sandals are the only items allowed to be placed on the floor.
    - i. Your towel will be placed on the end of your bunk only.

- ii. **DO NOT** use towels, blankets or clothing as a pillow.
  - iii. Your bunks will be made neatly in the morning. **DO NOT** go back to bed unless you have permission from an Officer to do so.
  - iv. In the evenings, stay in the dayroom unless you are on your bunks. Being in the bunk area may interfere with those needing to sleep.
  - v. Inmates are not allowed into the M/S pod side they do not live in. All others will be disciplined.
  - vi. Inmates found socializing in the sleeping areas may be disciplined.
- 5. **FOOD SERVICE:**
  - a. Inmates are required to attend all meals unless excused by the Officer in charge. Inmates will wear a shirt with pants, shoes and socks. Inmates will remain seated until excused by the Officer in charge. Restroom areas are off limits until all inmates are released from the dayroom at the conclusion of food service.
- 6. **DUTY OFFICE:**
  - a. Inmates will not approach the Duty Office without approval from the Officer in charge. Inmates are to stand behind the half wall until motioned to come forward by staff. (Except during an emergency situation).
- 7. **DRESS:**
  - a. Inmates will be properly dressed whenever they leave Minimum Security building. Shirts will be buttoned and tucked in. Shorts will not be worn between 5:30AM and 4:30PM Monday thru Friday or under long pants. Boots will be worn at all times when outside the Minimum Security Facility or on work assignment.
- 8. **SMOKING/CHEWING TOBACCO:**
  - a. Minimum Security Inmates caught smoking or chewing tobacco or in possession of smoking/chewing tobacco contraband will be disciplined in accordance with the discipline schedule. Minimum Security inmates caught smoking or chewing tobacco cannot be assigned to outside work crews.
- 9. **CLOTHING ISSUE:**
  - a. Any inmate found with more than his standard issue of clothing or bedding may be disciplined. Minimum Security-issued clothing shall fit correctly and be worn in an appropriate manner. Clothing will not be worn in a gang style, no sagging or pegging of pants.
- 10. **DAY SLEEPING:**
  - a. Inmates found lying on their beds between morning headcount and lunch, without either written medical permission, or Officer approval, may be disciplined (Minimum Security). All unassigned inmates will be fully and properly dressed with long sleeve outer garment, in the dayroom and ready to go to work by 7:15 AM during the week. Unassigned inmates do not have sleep in privileges.
- 11. **WORK CLOTHING:**
  - a. Sunglasses and hats used on work assignments are not allowed in the Minimum Security facility.
- 12. **PILL CALL:**
  - a. Inmates attending Pill Call will be fully clothed. Inmates must bring a cup of water and show the nurse their wristband before receiving medication.
- 13. **FACILITY FURNITURE:**
  - a. Inmates will not put their feet on furniture other than their assigned bunk. Inmates found with their feet propped up on sofas, chairs, stools, or tables may be disciplined.

14. **LAUNDRY WORKERS:**

- a. Only those inmates assigned to the laundry are allowed in the laundry room unless they have Officer's approval.

15. **ILLEGAL SUBSTANCES/DRUG PARAPHERNALIA:**

- a. Possession of drugs or drug paraphernalia will result in disciplinary action. Additionally, this violation could lead to possible criminal prosecution.

16. **WORK ASSIGNMENTS:**

- a. Minimum Security inmates will be up and ready for work at their assigned times. Inmates going to outside work assignments are allowed to bring a spoon and cup with them to work. No commissary or other items are allowed to go out or return from a work assignment.

17. **HAIRCUTS AND SHAVING:**

- a. Haircuts are available every Sunday of the month in your assigned area of Minimum Security. Facial shavers are available Monday through Saturday from breakfast through dinner. On Sunday the facial shavers are available when the haircutting equipment is out.

18. **BLANKET EXCHANGE:**

- a. Blanket exchange at Minimum Security will be conducted in accordance with State Title 15 standards.

**MINIMUM SECURITY DISCIPLINARY OFFENSES**

**ALL INMATE DISCIPLINARY RULES AND PROCEDURES STARTING ON PAGE 30 APPLY TO  
MINIMUM SECURITY INMATES AS WELL**

<b>MINOR OFFENSES</b>	
35	Inmate workers involved in the preparation and service of meals at any of the Corrections Facilities shall wear clean clothing at all times while on duty. (this also includes hairnets and gloves)
36	Inmates shall be responsible for the daily cleaning of their assigned areas. Cleaning equipment and materials will be made available.
37	Minimum Security inmates shall not lie down anywhere in the recreation yard
38	No inmate shall socialize in the sleeping areas of the facility

- 1) The amount of disciplinary time (or loss of good time and/or work time for inmates) for **MINOR** violations (1 – 12 and 35 - 38) is as follows:
  1. The **first violation** of a minor rule shall be two (2) weeks loss of commissary & tablet use.
  2. The **second violation** of any minor rule shall be five (5) days D/S, three (3) weeks loss of commissary, two (2) weeks loss of visiting & tablet use.
  3. The **third violation**, or subsequent, of any minor rule shall be ten (10) days D/S, Four (4) weeks loss of commissary, three (3) weeks loss of visiting & tablet use.
    - (a) \*When determining whether a rule violation is the inmates first, second or third offense, all prior "minor" violations will be reviewed for the current stay in custody, within the last 60 days.
    - (b) \* In addition to the prescribed discipline for the violation, inmate may be subjected to loss of good time/work time credits pursuant to 4019 PC.

MAJOR OFFENSES	
39	Inmate workers are required to wear clothing that has clearly legible lettering notating the inmate as an "Inmate Worker". This applies to all issued pants, shirts, sweatshirts, and jackets. Assigned laundry worker shall not give illegible clothing to other inmates.
40	Inmates must notify an Officer, Staff Member, or Work Crew Supervisor of any injury sustained while at work.
41	No inmate shall trade or otherwise change work assignments without authorization of the Minimum Security Officer or Work Crew Supervisor.
42	Inmates shall not exit the dayroom door into the Minimum Security hallway corridor until recognized and directed to do so by staff.
43	Inmate workers may not use the public restrooms in the lobby of Minimum Security
44	No food or drink items are to return to Minimum Security from a work site.

- 1) The amount of disciplinary time (or loss of good time and/or work time for inmates) for **MAJOR** violations (13 – 25 and 39 - 44) is as follows:
  1. The **first violation** of a major rule shall be seven (7) days D/S, 2 weeks loss of commissary, 2 weeks loss of visiting and tablet use.
  2. The **second violation** of any major rule shall be ten (10) days D/S, three (3) weeks loss of commissary, three (3) weeks loss of visiting & tablet use.
  3. The **third violation**, or subsequent, of any major rule shall be fifteen (15) days D/S, four (4) weeks loss of commissary, four (4) weeks loss of visiting & tablet use.
    - (1) \*When determining whether a rule violation is the inmates first, second or third offense, all prior "major" violations will be reviewed for the current stay in custody within the last 120 days.
    - (2) \* In addition to the prescribed discipline for the violation, inmate may be subjected to loss of good time/work time credits pursuant to 4019 PC.

SEVERE OFFENSES	
45**	No inmate will use or solicit for the use of any phone outside of the Minimum Security Facility, including county phones and personal cellular phones.
46**	Minimum Security inmates shall not refuse to work where assigned
47**	No inmate shall enter any unauthorized Staff Area unless directed by an Officer or civilian employee.

- 1) The twelve (12) **SEVERE** rule violations (26 - 34 and 45 - 47) are considered to be of the most egregious in nature and the strictest enforcement of these rules shall be applied. The amount of disciplinary time (or loss of good time and/or work time for inmates) for these **SEVERE** violations is as follows:
- 2) The **first violation** of a severe rule shall be fifteen (15) days D/S (disciplinary isolation), four (4) weeks loss of commissary, four (4) weeks loss of visiting & tablet use.
- 3) The **second violation** of any severe rule shall be twenty one (21) days D/S, six (6) weeks loss of commissary, six (6) weeks loss of visiting & tablet use.
- 4) The **third violation**, or subsequent, of any severe rule shall be thirty (30) days D/S, six (6) weeks loss of commissary, six (6) weeks loss of visiting & tablet use.
  - a) When determining whether a rule violation is the inmates first, second or third offense, all prior "major" violations will be reviewed for the current stay in custody within the last 180 days.
  - b) \*\*Rules 45, 46, and 47 may be punished above and beyond the recommended punishments based on the nature and severity of the offense.
  - c) In addition to the prescribed discipline for the violation, inmate may be subjected to loss of good time/work time credits pursuant to 4019 PC.

**ALL RULES OF THE CORRECTIONS FACILITY, NUMBERS #1 - #47, APPLY TO  
MINIMUM SECURITY AS WELL AS MAIN JAIL INMATES**

# **Title 15 Minimum Standards For Local Detention Facilities**

**Title 15-Crime Prevention and Corrections  
Division 1, Chapter 1, Subchapter 4**

***Effective October 1, 2019***



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Minimum Standards for Adult Facilities  
Title 15. Crime Prevention and Corrections  
Division 1, Chapter 1, Subchapter 4

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## **ARTICLE 1. GENERAL INSTRUCTIONS**

### **§ 1004. Severability.**

If any article, section, subsection, sentence, clause or phrase of these regulations is for any reason held to be unconstitutional, contrary to statute, exceeding the authority of the Board, or otherwise inoperative, such decision shall not affect the validity of the remaining portion of these regulations.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1005. Other Standards and Requirements.**

Nothing contained in the standards and requirements hereby fixed shall be construed to prohibit a city, county, or city and county agency operating a local detention facility from adopting standards and requirements governing its own employees and facilities; provided, such standards and requirements meet or exceed and do not conflict with these standards and requirements. Nor shall these regulations be construed as authority to violate any state fire safety standard, building standard, or health and safety code.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1006. Definitions.**

The following definitions shall apply:

“Administering Medication,” as it relates to managing legally obtained drugs, means the act by which a single dose of medication is given to a patient. The single dose of medication may be taken either from stock (undispensed), or dispensed supplies.

“Administrative segregation” means the physical separation of different types of inmates from each other as specified in Penal Code Sections 4001 and 4002, and Section 1053 of these regulations. Administrative segregation is accomplished to provide that level of control and security necessary for good management and the protection of staff and inmates.

“Alternate means of compliance” means a process for meeting or exceeding standards in an innovative way, after a pilot project evaluation, approved by the Board pursuant to an application.

“Average daily population” means the number of inmates housed in a facility in a day. Average daily population (ADP) is the daily population divided by the number of days in the period of measurement.

“Board” means the Board of State and Community Corrections, whose board acts by and through its executive director, deputy directors, and field representatives.

“Clinical evaluation” means an assessment of a person's physical and/or mental health condition conducted by licensed health personnel operating within recognized scope of practice specific to their profession and authorized by a supervising physician or psychiatrist.

“Concept drawings” means, with respect to a design-build project, any drawings or architectural renderings that may be prepared, in addition to performance criteria, in such detail as the agency determines necessary to sufficiently describe the agency's needs.

“Contact” means any physical or sustained sight or sound contact between juveniles in detention and incarcerated adults. Sight contact is clear visual contact between adult inmates and juveniles within close proximity to each other. Sound contact is direct oral communication between adult inmates and juvenile offenders.

“Court Holding facility” means a local detention facility constructed within a court building after January 1, 1978, used for the confinement of persons solely for the purpose of a court appearance for a period not to exceed 12 hours.

“Custodial personnel” means those officers with the rank of deputy, correctional officer, patrol persons, or other equivalent sworn or civilian rank whose duties include the supervision of inmates.

“Delivering Medication,” as it relates to managing legally obtained drugs, means the act of providing one or more doses of a prescribed and dispensed medication to a patient.

“Design-bid-build” means a construction procurement process independent of the design process and in which the construction of a project is procured based on completed construction documents.

“Design-build” means a construction procurement process in which both the design and construction of a project are procured from a single entity.

“Developmentally disabled” means those persons who have a disability which originates before an individual attains age 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes mental retardation, cerebral palsy, epilepsy, and autism, as well as disabling conditions found to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals.

“Direct visual observation” means direct personal view of the inmate in the context of his/her surroundings without the aid of audio/video equipment. Audio/video monitoring may supplement but not substitute for direct visual observation.

“Disciplinary separation” means that punishment status assigned an inmate as the result of violating facility rules and which consists of confinement in a cell or housing unit.

“Dispensing,” as it relates to managing legally obtained drugs, means the interpretation of the prescription order, the preparation, repackaging, and labeling of the drug based upon a prescription from a physician, dentist, or other prescriber authorized by law.

“Disposal,” as it relates to managing legally obtained drugs, means the destruction of medication or its return to the manufacturer or supplier.

“Emergency” means any significant disruption of normal facility procedure, policies, or activities caused by a riot, fire, earthquake, attack, strike, or other emergent condition.

“Emergency medical situations” means those situations where immediate services are required for the alleviation of severe pain, or immediate diagnosis and treatment of unforeseeable medical conditions are required, if such conditions would lead to serious disability or death if not immediately diagnosed and treated.

“Exercise” means physical exertion of large muscle groups.

“Facility/system administrator” means the sheriff, chief of police, chief probation officer, or other official charged by law with the administration of a local detention facility/system.

“Facility manager” means the jail commander, camp superintendent, or other comparable employee who has been delegated the responsibility for operating a local detention facility by a facility administrator.

“Facility watch commander” means the individual designated by the facility manager to make operational decisions during his/her work hours.

“Health authority” means that individual or agency that is designated with responsibility for health care policy pursuant to a written agreement, contract or job description. The health authority may be a physician, an individual or a health agency. In those instances where medical and mental health services are provided by separate entities, decisions regarding mental health services shall be made in cooperation with the mental health director. When this authority is other than a physician, final clinical decisions rest with a single designated responsible physician.

“Health care” means medical, mental health and dental services.

“In-person visit” means an on-site visit that may include barriers. In-person visits include interactions in which an inmate has physical contact with a visitor, the inmate is able to see a visitor through a barrier, or the inmate is otherwise in a room with a visitor without physical contact. “In-person visit” does not include an interaction between an inmate and a visitor through the use of an on-site two-way audio/video terminal.

“Jail,” as used in Article 8, means a Type II or III facility as defined in the “Minimum Standards for Local Detention Facilities.”

“Labeling,” as it relates to managing legally obtained drugs, means the act of preparing and affixing an appropriate label to a medication container.

“Law enforcement facility” means a building that contains a Type I Jail, Temporary Holding Facility, or Lockup. It does not include a Type II or III jail, which has the purpose of detaining adults, charged with criminal law violations while awaiting trial or sentenced adult criminal offenders.

“Legend drugs” are any drugs defined as “dangerous drugs” under Chapter 9, Division 2, Section 4211 of the California Business and Professions Code. These drugs bear the legend, “Caution Federal Law Prohibits Dispensing Without a Prescription.” The Food and Drug Administration (FDA) has determined because of toxicity or other potentially harmful effects, that these drugs are not safe for use except under the supervision of a health care practitioner licensed by law to prescribe legend drugs.

“Living areas” means those areas of a facility utilized for the day-to-day housing and activities of inmates. These areas do not include special use cells such as sobering, safety, and holding or staging cells normally located in receiving areas.

“Local detention facility” means any city, county, city and county, or regional jail, camp, court holding facility, or other correctional facility, whether publicly or privately operated, used for confinement of adults or of both adults and minors, but does not include that portion of a facility for confinement of both adults and minors which is devoted only to the confinement of minors.

“Local detention system” means all of the local detention facilities that are under the jurisdiction of a city, county or combination thereof whether publicly or privately operated. Nothing in the standards are to be construed as creating enabling language to broaden or restrict privatization of local detention facilities beyond that which is contained in statute.

“Local Health Officer” means that licensed physician who is appointed pursuant to Health and Safety Code Section 101000 to carry out duly authorized orders and statutes related to public health within their jurisdiction.

“Lockup” means a locked room or secure enclosure under the control of a peace officer or custodial officer that is primarily used for the temporary confinement of adults who have recently been arrested; sentenced prisoners who are inmate workers may reside in the facility to carry out appropriate work.

“May” is permissive; “shall” is mandatory.

“Medical detoxification” means a process that systematically and safely withdraws people from addicting drugs, usually under the care of a physician. Drinking alcohol or using prescribed and/or illicit drugs can cause physical and/or psychological dependence over



time and stopping them can result in withdrawal symptoms in people with this dependence. The detoxification process is designed to treat the immediate bodily effects of stopping drug use that may be life-threatening.

“Mental Health Director,” means that individual who is designated by contract, written agreement or job description, to have administrative responsibility for the facility or system mental health program.

“Non-secure custody” means that a minor's freedom of movement in a law enforcement facility is controlled by the staff of the facility; and

- (1) the minor is under constant direct visual observation by the staff;
- (2) the minor is not locked in a room or enclosure; and,
- (3) the minor is not physically secured to a cuffing rail or other stationary object.

“Non-sentenced inmate,” means an inmate with any pending local charges or one who is being held solely for charges pending in another jurisdiction.

“Over-the-counter (OTC) Drugs,” as it relates to managing legally obtained drugs, are medications which do not require a prescription (non-legend).

“People with disabilities” includes, but is not limited to, persons with a physical or mental impairment that substantially limits one or more of their major life activities or those persons with a record of such impairment or perceived impairment that does not include substance use disorders resulting from current illegal use of a controlled substance.

“Performance criteria” means, with respect to a design-build project, the information that fully describes the scope of the proposed project and includes, but is not limited to, the size, type, and design character of the buildings and site; the required form, fit, function, operational requirements and quality of design, materials, equipment and workmanship; and any other information deemed necessary to sufficiently describe the agency's needs; including documents prepared pursuant to paragraph (1) of subdivision (d) of Section 20133 of the Public Contract Code.

“Pilot Project” means an initial short-term method to test or apply an innovation or concept related to the operation, management or design of a local detention facility pursuant to application to, and approval by, the Board.

“Procurement,” as it relates to managing legally obtained drugs, means the system for ordering and obtaining medications for facility stock.

“Psychotropic medication” means any medication prescribed for the treatment of symptoms of psychoses and other mental and emotional disorders.

“Rated capacity” means the number of inmate occupants for which a facility's single and double occupancy cells or dormitories, except those dedicated for health care or

disciplinary separation housing, were planned and designed in conformity to the standards and requirements contained in Title 15 and in Title 24.

“Regional Center for Developmentally Disabled” means those private agencies throughout the state, funded through the Department of Developmental Services, which assure provision of services to persons with developmental disabilities. Such centers will be referred to as regional centers in these regulations.

“Remodel” means to alter the facility structure by adding, deleting, or moving any of the buildings' components thereby affecting any of the spaces specified in Title 24, Part 2, Section 1231.

“Repackaging,” as it relates to managing legally obtained drugs, means the transferring of medications from the original manufacturers' container to another properly labeled container.

“Repair” means to restore to original condition or replace with like-in-kind.

"Responsible health care staff" means an individual who is qualified by education, training and/or licensure/regulation and/or facility privileges (when applicable) who performs a professional service within his or her scope of practice and in accordance with assigned duties. This distinguishes the "responsible health care staff" from the many other "qualified health care staff" that are not specifically assigned to assure that certain care is rendered.

“Safety checks” means direct, visual observation performed at random intervals within timeframes prescribed in these regulations to provide for the health and welfare of inmates.

“Secure custody” means that a minor being held in temporary custody in a law enforcement facility is locked in a room or enclosure and/or is physically secured to a cuffing rail or other stationary object.

“Security glazing” means a glass/polycarbonate composite glazing material designed for use in detention facility doors and windows and intended to withstand measurable, complex loads from deliberate and sustained attacks in a detention environment.

“Sentenced inmate,” means an inmate that is sentenced on all local charges.

“Sexual abuse” has the same meaning as 28 C.F.R. Section 115.6 (June 20, 2012), hereby incorporated by reference.

“Sexual harassment” has the same meaning as 28 C.F.R. Section 115.6 (June 20, 2012), hereby incorporated by reference.

“Shall” is mandatory; “may” is permissive.

“Sobering cell” as referenced in Section 1056, refers to an initial “sobering up” place for arrestees who are sufficiently intoxicated from any substance to require a protected environment.

“Storage,” as it relates to legally obtained drugs, means the controlled physical environment used for the safekeeping and accounting of medications.

“Supervision in a law enforcement facility” means that a minor is being directly observed by the responsible individual in the facility to the extent that immediate intervention or other required action is possible.

“Supervisory custodial personnel” means those staff members whose duties include direct supervision of custodial personnel.

“Telehealth” means a collection of means or methods for enhancing health care using telecommunications technologies. Telehealth encompasses a broad variety of technologies to deliver virtual health services.

“Temporary custody” means that the minor is not at liberty to leave the law enforcement facility.

“Temporary Holding facility” means a local detention facility constructed after January 1, 1978, used for the confinement of persons for 24 hours or less pending release, transfer to another facility, or appearance in court.

“Type I facility” means a local detention facility used for the detention of persons for not more than 96 hours excluding holidays after booking. Such a Type I facility may also detain persons on court order either for their own safekeeping or sentenced to a city jail as an inmate worker, and may house inmate workers sentenced to the county jail provided such placement in the facility is made on a voluntary basis on the part of the inmate. As used in this section, an inmate worker is defined as a person assigned to perform designated tasks outside of his/her cell or dormitory, pursuant to the written policy of the facility, for a minimum of four hours each day on a five day scheduled work week.

“Type II facility” means a local detention facility used for the detention of persons pending arraignment, during trial, and upon a sentence of commitment.

“Type III facility” means a local detention facility used only for the detention of convicted and sentenced persons.

“Type IV facility” means a local detention facility or portion thereof designated for the housing of inmates eligible under Penal Code Section 1208 for work/education furlough and/or other programs involving inmate access into the community.

“Video visitation” has the same meaning as Penal Code Section 4032.

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Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

## **§ 1007. Pilot Projects.**

The pilot project is the short-term method used by a local detention facility/system, approved by the Board, to evaluate innovative programs, operations or concepts which meet or exceed the intent of these regulations.

The Board may, upon application of a city, county or city and county, grant pilot project status to a program, operational innovation or new concept related to the operation and management of a local detention facility. An application for a pilot project shall include, at a minimum, the following information:

- (a) The regulations which the pilot project will affect.
- (b) Review of case law, including any lawsuits brought against the applicant local detention facility, pertinent to the proposal.
- (c) The applicant's history of compliance or non-compliance with standards.
- (d) A summary of the "totality of conditions" in the facility or facilities, including but not limited to;
  - (1) program activities, exercise and recreation;
  - (2) adequacy of supervision;
  - (3) types of inmates affected; and,
  - (4) inmate classification procedures.
- (e) A statement of the goals the pilot project is intended to achieve, the reasons a pilot project is necessary and why the particular approach was selected.
- (f) The projected costs of the pilot project and projected cost savings to the city, county, or city and county, if any.
- (g) A plan for developing and implementing the pilot project including a time line where appropriate.
- (h) A statement of how the overall goal of providing safety to staff and inmates will be achieved.

The Board shall consider applications for pilot projects based on the relevance and appropriateness of the proposed project, the completeness of the information provided in the application, and staff recommendations.

Within 10 working days of receipt of the application, Board staff will notify the applicant, in writing, that the application is complete and accepted for filing, or that the application is being returned as deficient and identifying what specific additional information is needed. This does not preclude the Board members from requesting additional information necessary to make a determination that the pilot project proposed actually meets or exceeds the intent of these regulations at the time of the hearing. When complete, the application will be placed on the agenda for the Board's consideration at a regularly scheduled meeting. The written notification from the Board to the applicant shall also include the date, time and location of the meeting at which the application will be considered. (The Board meeting schedule for the current calendar year is available through its office in Sacramento.)

When an application for a pilot project is approved by the Board, Board staff shall notify the applicant, in writing within 10 working days of the meeting, of any conditions included in the approval and the time period for the pilot project. Regular progress reports and evaluative data on the success of the pilot project in meeting its goals shall be provided to the Board. If disapproved, the applicant shall be notified in writing, within 10 working days of the meeting, the reasons for said disapproval. This application approval process may take up to 90 days from the date of receipt of a complete application.

Pilot project status granted by the Board shall not exceed twelve months after its approval date. When deemed to be in the best interest of the application, the Board may extend the expiration date for up to an additional twelve months. Once a city, county, or city and county successfully completes the pilot project evaluation period and desires to continue with the program, it may apply for an alternate means of compliance as described in Section 1008 of these regulations.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6029, Penal Code.

### **§ 1008. Alternate Means of Compliance.**

The alternate means of compliance is the long-term method used by a local detention facility/system, approved by the Board, to encourage responsible innovation and creativity in the operation of California's local detention facilities. The Board may, upon application of a city, county, or city and county, consider alternate means of compliance with these regulations after the pilot project process has been successfully evaluated (as defined in Section 1007). The city, county, or city and county must present the completed application to the Board no later than 30 days prior to the expiration of its pilot project.

Applications for alternate means of compliance must meet the spirit and intent of improving jail management, shall be equal to or exceed the existing standard(s) and shall include reporting and evaluation components. An application for alternate means of compliance shall include, at a minimum, the following information:

- (a) Review of case law, including any lawsuits brought against the applicant local detention facility, pertinent to the proposal.
- (b) The applicant's history of compliance or non-compliance with standards.
- (c) A summary of the "totality of conditions" in the facility or facilities, including but not limited to:
  - (1) program activities, exercise and recreation;
  - (2) adequacy of supervision;
  - (3) types of inmates affected; and,
  - (4) inmate classification procedures.
- (d) A statement of the problem the alternate means of compliance is intended to solve, how the alternative will contribute to a solution of the problem and why it is considered an effective solution.
- (e) The projected costs of the alternative and projected cost savings to the city, county, or city and county if any.

- (f) A plan for developing and implementing the alternative including a time line where appropriate.
- (g) A statement of how the overall goal of providing safety to staff and inmates was achieved during the pilot project evaluation phase (Section 1007).

The Board shall consider applications for alternate means of compliance based on the relevance and appropriateness of the proposed alternative, the completeness of the information provided in the application, the experiences of the jurisdiction during the pilot project, and staff recommendations.

Within 10 working days of receipt of the application, Board staff will notify the applicant, in writing, that the application is complete and accepted for filing, or that the application is being returned as deficient and identifying what specific additional information is needed. This does not preclude the Board from requesting additional information necessary to make a determination that the alternate means of compliance proposed meets or exceeds the intent of these regulations at the time of the hearing. When complete, the application will be placed on the agenda for the Board's consideration at a regularly scheduled meeting. The written notification from the Board to the applicant shall also include the date, time and location of the meeting at which the application will be considered. (The Board meeting schedule for the current calendar year is available through its office in Sacramento.)

When an application for an alternate means of compliance is approved by the Board, Board staff shall notify the applicant, in writing within 10 working days of the meeting, of any conditions included in the approval and the time period for which the alternate means of compliance shall be permitted. The Board may require regular progress reports and evaluative data as to the success of the alternate means of compliance. If disapproved, the applicant shall be notified in writing, within 10 working days of the meeting, the reasons for said disapproval. This application approval process may take up to 90 days from the date of receipt of a complete application.

The Board may revise the minimum jail standards during the next biennial review (reference Penal Code Section 6030) based on data and information obtained during the alternate means of compliance process. If, however, the alternate means of compliance does not have universal application, a city, county, or city and county may continue to operate under this status as long as they meet the terms of this regulation.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

## **ARTICLE 2. INSPECTION AND APPLICATION OF STANDARDS**

### **§ 1010. Applicability of Standards.**

- (a) All standards and requirements contained herein shall apply to Types I, II, III and IV facilities except as specifically noted in these regulations.

(b) Court holding facilities shall comply with the following regulations:

- (1) 1012, Emergency Suspensions of Standards or Requirements
- (2) 1018, Appeal
- (3) 1024, Court Holding and Temporary Holding Facility Training
- (4) 1027, Number of Personnel
- (5) 1027.5, Safety Checks
- (6) 1028, Fire and Life Safety Staff
- (7) 1029, Policy and Procedures Manual
- (8) 1030, Suicide Prevention Program
- (9) 1032, Fire Suppression Preplanning
- (10) 1044, Incident Reports
- (11) 1046, Death in Custody
- (12) 1050, Classification Plan
- (13) 1051, Communicable Diseases
- (14) 1052, Mentally Disordered Inmates
- (15) 1053, Administrative Segregation
- (16) 1057, Developmentally Disabled Inmates
- (17) 1058, Use of Restraint Devices
- (18) 1058.5, Restraints and Pregnant Inmates
- (19) 1068, Access to Courts and Counsel
- (20) Title 24, Section 13-102(c)1, Letter of Intent
- (21) Title 24, Section 13-102(c)3, Operational Program Statement
- (22) Title 24, Section 13-102(c)5, Submittal of Plans and Specifications
- (23) Title 24, Section 13-102(c)6C, Design Requirements
- (24) Title 24, Part 2, Section 1231.2, Design Criteria for Required Spaces
- (25) Title 24, Part 2, Section 1231.3, Design Criteria for Furnishings and Equipment
- (26) 1200, Responsibility for Health Care Services
- (27) 1220, First Aid Kit(s)
- (28) 1246, Food Serving and Supervision
- (29) 1280, Facility Sanitation, Safety, Maintenance

(c) In addition to the regulations cited above, court holding facilities that hold minors shall also comply with the following regulations:

- (1) 1047, Serious Illness of a Minor in an Adult Detention Facility
- (2) 1122.5, Pregnant Minors
- (3) 1160, Purpose
- (4) 1161, Conditions of Detention
- (5) 1162, Supervision of Minors
- (6) 1163, Classification

(d) Temporary holding facilities shall comply with the following regulations:

- (1) 1012, Emergency Suspensions of Standards or Requirements
- (2) 1018, Appeal
- (3) 1024, Court Holding and Temporary Holding Facility Training
- (4) 1027, Number of Personnel



- (5) 1027.5, Safety Checks
- (6) 1028, Fire and Life Safety Staff
- (7) 1029, Policy and Procedures Manual
- (8) 1030, Suicide Prevention Program
- (9) 1032, Fire Suppression Preplanning
- (10) 1044, Incident Reports
- (11) 1046, Death in Custody
- (12) 1050, Classification Plan
- (13) 1051, Communicable Diseases
- (14) 1052, Mentally Disordered Inmates
- (15) 1053, Administrative Segregation
- (16) 1057, Developmentally Disabled Inmates
- (17) 1058, Use of Restraint Devices
- (18) 1058.5, Restraints and Pregnant Inmates
- (19) 1067, Access to Telephone
- (20) 1068, Access to Courts and Counsel
- (21) Title 24, Section 13-102(c)1, Letter of Intent
- (22) Title 24, Section 13-102(c)3, Operational Program Statement
- (23) Title 24, Section 13-102(c)5, Submittal of Plans and Specifications
- (24) Title 24, Section 13-102(c)6C, Design Requirements
- (25) Title 24, Part 2, Section 1231.2, Design Criteria for Required Spaces
- (26) Title 24, Part 2 Section 1231.3, Design Criteria for Furnishings and Equipment
- (27) 1200, Responsibility for Health Care Services
- (28) 1207, Medical Receiving Screening
- (29) 1209, Transfer to Treatment Facility
- (30) 1212, Vermin Control
- (31) 1213, Detoxification Treatment
- (32) 1220, First Aid Kit(s)
- (33) 1240, Frequency of Serving
- (34) 1241, Minimum Diet
- (35) 1243, Food Service Plan
- (36) 1246, Food Serving and Supervision
- (37) 1280, Facility Sanitation, Safety, Maintenance

(e) The following sections are applicable to temporary holding facilities where such procedural or physical plant items are utilized.

- (1) 1055, Use of Safety Cell
- (2) 1056, Use of Sobering Cell
- (3) 1058, Use of Restraint Devices
- (4) 1058.5, Restraints and Pregnant Inmates
- (5) 1080, Rules and Disciplinary Penalties
- (6) 1081, Plan for Inmate Discipline
- (7) 1082, Forms of Discipline
- (8) 1083, Limitations on Disciplinary Actions
- (9) 1084, Disciplinary Records

- (10) Title 24, Part 2, Section 1231.2.1 Area for Reception and Booking
- (11) Title 24, Part 2, Section 1231.2.4 Sobering Cell
- (12) Title 24, Part 2, Section 1231.2.5 Safety Cell
- (13) Title 24, Part 2, Section 1231.3.4 Design Criteria for Showers
- (14) Title 24, Part 2, Section 1231.3.5 Design Criteria for Beds/Bunks
- (15) Title 24, Part 2, Section 1231.3.8 Design Criteria for Cell Padding
- (16) 1270, Standard Bedding and Linen Issue
- (17) 1272, Mattresses

(f) Law enforcement facilities, including lockups, that hold minors in temporary custody shall, in addition to the previously cited applicable regulations, comply with the following regulations:

- (1) 1046, Death in Custody
- (2) 1047, Serious Illness of a Minor in an Adult Detention Facility
- (3) 1140, Purpose
- (4) 1141, Minors Arrested for Law Violations
- (5) 1142, Written Policies and Procedures
- (6) 1143, Care of Minors in Temporary Custody
- (7) 1144, Contact Between Minors and Adult Prisoners
- (8) 1145, Decision on Secure Detention
- (9) 1146, Conditions of Secure Detention
- (10) 1147, Supervision of Minors Held Inside a Locked Enclosure
- (11) 1148, Supervision of Minors in Secure Detention Outside a Locked Enclosure
- (12) 1149, Criteria for Non-secure Custody
- (13) 1150, Supervision of Minors in Non-secure Custody
- (14) 1151, Intoxicated and Substance Abusing Minors in a Lockup

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

## **§ 1012. Emergency Suspensions of Standards or Requirements.**

Nothing contained herein shall be construed to deny the power of any facility administrator to temporarily suspend any standard or requirement herein prescribed in the event of any emergency which threatens the safety of a local detention facility, its inmates or staff, or the public. Only such regulations directly affected by the emergency may be suspended. The facility administrator shall notify the Board in writing in the event that such a suspension lasts longer than three days. Suspensions lasting for more than 15 days require approval of the chairperson of the Board. Such approval shall be effective for the time specified by the chairperson.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

## **§ 1013. Criminal History Information.**

Such criminal history information as is necessary for conducting facility inspections as specified in Section 6031.1 of the Penal Code and detention needs surveys as specified

in Section 6029 of the Penal Code shall be made available to the staff of the Board. Such information shall be held confidential except that published reports may contain such information in a form which does not identify an individual.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Sections 6029, 6030, and 11105 Penal Code.

### **§ 1016. Contracts for Local Detention Facilities.**

In the event that a county, city or city and county contracts for a local detention facility with a community-based public or private organization, compliance with appropriate Title 15 and Title 24 regulations shall be made a part of the contract. Nothing in this standard shall be construed as creating enabling language to broaden or restrict privatization of local detention facilities beyond that which is contained in statute.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1018. Appeal.**

The appeal hearing procedures are intended to provide a review concerning the Board application and enforcement of standards and regulations in local detention facilities and lockups. A county, city, or city and county facility may appeal on the basis of alleged misapplication, capricious enforcement of regulations, or substantial differences of opinion as may occur concerning the proper application of regulations or procedures.

#### **(a) Levels of Appeal.**

##### **(1) There are two levels of appeal as follows:**

- (A) appeal to the Executive Director; and,**
- (B) appeal to the Board.**

##### **(2) An appeal shall first be filed with the Executive Director.**

#### **(b) Appeal to the Executive Director.**

##### **(1) If a county, city, or city and county facility is dissatisfied with an action of the Board staff, it may appeal the cause of the dissatisfaction to the Executive Director. Such appeal shall be filed within 30 calendar days of the notification of the action with which the county or city is dissatisfied.**

##### **(2) The appeal shall be in writing and:**

- (A) state the basis for the dissatisfaction;**
- (B) state the action being requested of the Executive Director; and,**
- (C) attach any correspondence or other documentation related to the cause for dissatisfaction.**

#### **(c) Executive Director Appeal Procedures.**

##### **(1) The Executive Director shall review the correspondence and related documentation and render a decision on the appeal within 30 calendar days except in those cases where the appellant withdraws or abandons the appeal.**

- (2) The procedural time requirement may be waived with the mutual consent of the appellant and the Executive Director.
- (3) The Executive Director may render a decision based on the correspondence and related documentation provided by the appellant and may consider other relevant sources of information deemed appropriate.

(d) Executive Director's Decision.

The decision of the Executive Director shall be in writing and shall provide the rationale for the decision.

(e) Request for Appeal Hearing by Board.

- (1) If a county, city, or city and county facility is dissatisfied with the decision of the Executive Director, it may file a request for an appeal hearing with the Board. Such appeal shall be filed within 30 calendar days after receipt of the Executive Director's decision.
- (2) The request shall be in writing and:
  - (a) state the basis for the dissatisfaction;
  - (b) state the action being requested of the Board; and,
  - (c) attach any correspondence related to the appeal from the Executive Director.

(f) Board Hearing Procedures.

- (1) The hearing shall be conducted by a hearing panel designated by the Chairman of the Board at a reasonable time, date, and place, but not later than 21 days after the filing of the request for hearing with the Board, unless delayed for good cause. The Board shall mail or deliver to the appellant or authorized representative a written notice of the time and place of hearing not less than 7 days prior to the hearing.
- (2) The procedural time requirements may be waived with mutual consent of the parties involved.
- (3) Appeal hearing matters shall be set for hearing, heard, and disposed of by a notice of decision within 60 days from the date of the request for appeal hearing, except in those cases where the appellant withdraws or abandons the request for hearing or the matter is continued for what is determined by the hearing panel to be good cause.
- (4) An appellant may waive a personal hearing before the hearing panel and, under such circumstances, the hearing panel shall consider the written information submitted by the appellant and other relevant information as may be deemed appropriate.
- (5) The hearing is not formal or judicial in nature. Pertinent and relative information, whether written or oral, shall be accepted. Hearings shall be tape recorded.
- (6) After the hearing has been completed, the hearing panel shall submit a proposed decision in writing to the Board at its next regular public meeting.

(g) Board of State and Community Corrections Decision.

- (1) The Board, after receiving the proposed decision, may:
  - (a) adopt the proposed decision;

- (b) decide the matter on the record with or without taking additional evidence; or,
- (c) order a further hearing to be conducted if additional information is needed to decide the issue.
- (2) The Board, or notice of a new hearing ordered, notice of decision or other such actions shall be mailed or otherwise delivered by the Board to the appellant.
- (3) The record of the testimony exhibits, together with all papers and requests filed in the proceedings and the hearing panel's proposed decision, shall constitute the exclusive record for decision and shall be available to the appellant at any reasonable time for one year after the date of the Board's notice of decision in the case.
- (4) The decision of the Board shall be final.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **ARTICLE 3. TRAINING, PERSONNEL AND MANAGEMENT**

#### **§ 1020. Corrections Officer Core Course.**

(a) In addition to the provisions of California Penal Code Section 831.5, all custodial personnel of a Type I, II, III, or IV facility shall successfully complete the "Corrections Officer Core Course" as described in Section 179 of Title 15, CCR, within one year from the date of assignment.

(b) Custodial Personnel who have successfully completed the course of instruction required by Penal Code Section 832.3 shall also successfully complete the "Corrections Officer Basic Academy Supplemental Core Course" as described in Section 180 of Title 15, CCR, within one year from the date of assignment.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **§ 1021. Jail Supervisory Training.**

Prior to assuming supervisory duties, jail supervisors shall complete the core training requirements pursuant to Section 1020, Corrections Officer Core Course. In addition, supervisory personnel of any Type I, II, III or IV jail shall also be required to complete either the STC Supervisory Course (as described in Section 181, Title 15, CCR) or the POST supervisory course within one year from date of assignment.

Note: Authority cited: Sections 6030, 6031.6 and 6035, Penal Code. Reference: Section 6030, Penal Code.

#### **§ 1023. Jail Management Training.**

Managerial personnel of any Type I, II, III or IV jail shall be required to complete either the STC management course (as described in Section 182, Title 15, CCR) or the POST management course within one year from date of assignment.

Note: Authority cited: Sections 6030, 6031.6 and 6035, Penal Code. Reference: Section 6030, Penal Code.

## **§ 1024. Court Holding and Temporary Holding Facility Training.**

Custodial personnel who supervise inmates in, and supervisors of, a Court Holding or Temporary Holding facility shall complete 8 hours of specialized training. Such training shall include, but not be limited to:

- (a) applicable minimum jail standards;
- (b) jail operations liability;
- (c) inmate segregation;
- (d) emergency procedures and planning, fire and life safety; and,
- (e) suicide prevention.

Such training shall be completed as soon as practical, but in any event not more than six months after the date of assigned responsibility, or the effective date of this regulation. Successful completion of Core training or supplemental Core training, pursuant to Section 1020, Corrections Officer Core Course, may be substituted for the initial eight hours of training.

Eight hours of refresher training shall be completed once every two years. Successful completion of the requirements in Section 1025, Continuing Professional Training may be substituted for the eight hour refresher.

Each agency shall determine if additional training is needed based upon, but not limited to, the complexity of the facility, the number of inmates, the employees' level of experience and training, and other relevant factors.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

## **§ 1025. Continuing Professional Training.**

With the exception of any year that a core training module is successfully completed, all facility/system administrators, managers, supervisors, and custody personnel of a Type I, II, III, or IV facility shall successfully complete the "annual required training" specified in Section 184 of Title 15, CCR.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

## **§ 1027. Number of Personnel.**

A sufficient number of personnel shall be employed in each local detention facility to ensure the implementation and operation of the programs and activities required by these regulations.

Whenever there is an inmate in custody, there shall be at least one employee on duty at all times in a local detention facility or in the building which houses a local detention facility

who shall be immediately available and accessible to inmates in the event of an emergency. Such an employee shall not have any other duties which would conflict with the supervision and care of inmates in the event of an emergency. Whenever one or more female inmates are in custody, there shall be at least one female employee who shall be immediately available and accessible to such females.

Additionally, in Type IV programs the administrator shall ensure a sufficient number of personnel to provide case review, program support, and field supervision.

In order to determine if there is a sufficient number of personnel for a specific facility, the facility administrator shall prepare and retain a staffing plan indicating the personnel assigned in the facility and their duties. Such a staffing plan shall be reviewed by the Board staff at the time of their biennial inspection. The results of such a review and recommendations shall be reported to the local jurisdiction having fiscal responsibility for the facility.

Note: Authority cited: Section 6030, Penal Code. Reference: Sections 6030, 6031 and 6031.1, Penal Code.

#### **§ 1027.5 Safety Checks.**

Safety checks shall be conducted at least hourly through direct visual observation of all inmates. There shall be no more than a 60 minute lapse between safety checks. There shall be a written plan that includes the documentation of routine safety checks.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **§ 1028. Fire and Life Safety Staff.**

Pursuant to Penal Code Section 6030(c), effective January 1, 1980, whenever there is an inmate in custody, there shall be at least one person on duty at all times who meets the training standards established by the Board for general fire and life safety. The facility manager shall ensure that there is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **§ 1029. Policy and Procedures Manual.**

Facility administrator(s) shall develop and publish a manual of policy and procedures for the facility. The policy and procedures manual shall address all applicable Title 15 and Title 24 regulations and shall be comprehensively reviewed and updated at least every two years. Such a manual shall be made available to all employees.

(a) The manual for Temporary Holding, Type I, II, and III facilities shall provide for, but not be limited to, the following:

(1) Table of organization, including channels of communications.

- (2) Inspections and operations reviews by the facility administrator/manager.
  - (3) Policy on the use of force.
  - (4) Policy on the use of restraint equipment, including the restraint of pregnant inmates as referenced in Penal Code Section 3407.
  - (5) Procedure and criteria for screening newly received inmates for release per Penal Code sections 849(b)(2) and 853.6, and any other such processes as the facility administrator is empowered to use.
  - (6) Security and control including physical counts of inmates, searches of the facility and inmates, contraband control, and key control. Each facility administrator shall, at least annually, review, evaluate, and make a record of security measures. The review and evaluation shall include internal and external security measures of the facility including security measures specific to prevention of sexual abuse and sexual harassment.
  - (7) Emergency procedures include:
    - (A) fire suppression preplan as required by section 1032 of these regulations;
    - (B) escape, disturbances, and the taking of hostages;
    - (C) mass arrests;
    - (D) natural disasters;
    - (E) periodic testing of emergency equipment; and,
    - (F) storage, issue, and use of weapons, ammunition, chemical agents, and related security devices.
  - (8) Suicide Prevention.
  - (9) Segregation of Inmates.
  - (10) Zero tolerance in the prevention of sexual abuse and sexual harassment.
  - (11) Policy and procedure to detect, prevent, and respond to retaliation against any staff or inmate after reporting any abuse.
- (b) The policies and procedures required in subsections (a)(6) and (a)(7) may be placed in a separate manual to ensure confidentiality.
- (c) The manual for court holding facilities shall include all of the procedures listed in subsection (a), except number (5).
- (d) The manual for Type IV facilities shall include, in addition to the procedures required in subsection (a), except number (5), procedures for:
- (1) accounting of inmate funds;
  - (2) community contacts;
  - (3) field supervision;
  - (4) temporary release; and
  - (5) obtaining health care.
- (e) The manual for Temporary Holding, Court Holding, Type I, II, III, and IV facilities shall provide for, but not be limited to, the following:
- (1) multiple internal ways for inmates to privately report sexual abuse and sexual harassment, retaliation by other inmates or staff for reporting sexual abuse and



- sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents,
- (2) a method for uninvolved inmates, family, community members, and other interested third-parties to report sexual abuse or sexual harassment. The method for reporting shall be publicly posted at the facility.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1030. Suicide Prevention Program.**

The facility shall have a comprehensive written suicide prevention program developed by the facility administrator, in conjunction with the health authority and mental health director, to identify, monitor, and provide treatment to those inmates who present a suicide risk. The program shall include the following:

- (a) Suicide prevention training for all staff that have direct contact with inmates.
- (b) Intake screening for suicide risk immediately upon intake and prior to housing assignment.
- (c) Provisions facilitating communication among arresting/transporting officers, facility staff, medical and mental health personnel in relation to suicide risk.
- (d) Housing recommendations for inmates at risk of suicide.
- (e) Supervision depending on level of suicide risk.
- (f) Suicide attempt and suicide intervention policies and procedures.
- (g) Provisions for reporting suicides and suicides attempts.
- (h) Multi-disciplinary administrative review of suicides and attempted suicides as defined by the facility administrator.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1032. Fire Suppression Preplanning.**

Pursuant to Penal Code Section 6031.1(b), the facility administrator shall consult with the local fire department having jurisdiction over the facility, with the State Fire Marshal, or both, in developing a plan for fire suppression which shall include, but not be limited to:

- (a) a fire suppression pre-plan developed with the local fire department to be included as part of the policy and procedures manual (Title 15, California Code of Regulations Section 1029);
- (b) regular fire prevention inspections by facility staff on a monthly basis with two year retention of the inspection record;
- (c) fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b) which requires inspections at least once every two years;
- (d) an evacuation plan; and,
- (e) a plan for the emergency housing of inmates in the case of fire.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030 and 6031.1, Penal Code.

## **ARTICLE 4. RECORDS AND PUBLIC INFORMATION**

#### **§ 1040. Population Accounting.**

Except in court holding and temporary holding facilities, each facility administrator shall maintain an inmate demographics accounting system which reflects the monthly average daily population of sentenced and non-sentenced inmates by categories of male, female and juvenile. Facility administrators shall provide the Board with applicable inmate demographic information as described in the Jail Profile Survey.

Note: Authority cited: Section 6030, Penal Code. Reference: Sections 6030, Penal Code.

#### **§ 1041. Inmate Records.**

- (a) Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the maintenance of individual inmate records which shall include, but not be limited to, intake information, personal property receipts, commitment papers, court orders, reports of disciplinary actions taken, medical orders issued by the responsible physician and staff response, and non-medical information regarding disabilities and other limitations.
- (b) Each facility administrator shall collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control and from other facilities with which it contracts for the confinement of its inmates. The data collected shall include, at a minimum, the data necessary to satisfy the reporting requirements of 34 U.S.C. section 30303(a)(1).

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **§ 1044. Incident Reports.**

Each facility administrator shall develop written policies and procedures for the maintenance of written records and reporting of all incidents which result in physical harm, or serious threat of physical harm, to an employee or inmate of a detention facility or other person. Such records shall include the names of the persons involved, a description of the incident, the actions taken, and the date and time of the occurrence. Such a written record shall be prepared by the staff assigned to investigate the incident and submitted to the facility manager or his/her designee.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **§ 1045. Public Information Plan.**

Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the dissemination of information to the public, to other government agencies, and to the news media. The public and inmates shall have available for review the following material:

- (a) The Board of State and Community Corrections Minimum Standards for Local Detention Facilities as found in Title 15 of the California Code of Regulations.

(b) Facility rules and procedures affecting inmates as specified in sections:

- (1) 1045, Public Information Plan
- (2) 1061, Inmate Education Plan
- (3) 1062, Visiting
- (4) 1063, Correspondence
- (5) 1064, Library Service
- (6) 1065, Exercise and Recreation
- (7) 1066, Books, Newspapers, Periodicals and Writings
- (8) 1067, Access to Telephone
- (9) 1068, Access to Courts and Counsel
- (10) 1069, Inmate Orientation
- (11) 1070, Individual/Family Service Programs
- (12) 1071, Voting
- (13) 1072, Religious Observance
- (14) 1073, Inmate Grievance Procedure
- (15) 1080, Rules and Disciplinary Penalties
- (16) 1081, Plan for Inmate Discipline
- (17) 1082, Forms of Discipline
- (18) 1083, Limitations on Discipline
- (19) 1200, Responsibility for Health Care Services

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

**§ 1046. Death in Custody.**

(a) Death in Custody Reviews for Adults and Minors.

The facility administrator, in cooperation with the health administrator, shall develop written policy and procedures to ensure that there is an initial review of every in-custody death within 30 days. The review team shall include the facility administrator and/or the facility manager, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident.

Deaths shall be reviewed to determine the appropriateness of clinical care; whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study.

(b) Death of a Minor

In any case in which a minor dies while detained in a jail, lockup, or court holding facility:

- (1) The administrator of the facility shall provide to the Board a copy of the report submitted to the Attorney General under Government Code Section 12525. A copy of the report shall be submitted within 10 calendar days after the death.
- (2) Upon receipt of a report of death of a minor from the administrator, the Board may within 30 calendar days inspect and evaluate the jail, lockup, or court holding facility pursuant to the provisions of this subchapter. Any inquiry made by the

Board shall be limited to the standards and requirements set forth in these regulations.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1047. Serious Illness or Injury of a Minor in an Adult Detention Facility.**

The facility administrator shall develop policy and procedures for notification of the court of jurisdiction and the parent, guardian, or person standing in loco parentis, in the event of a suicide attempt, serious illness, injury or death of a minor in custody.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

## **ARTICLE 5. CLASSIFICATION AND SEGREGATION**

### **§ 1050. Classification Plan.**

(a) Each administrator of a temporary holding, Type I, II, or III facility shall develop and implement a written classification plan designed to properly assign inmates to housing units and activities according to the categories of sex, age, criminal sophistication, seriousness of crime charged, physical or mental health needs, assaultive/non-assaultive behavior, risk of being sexually abused or sexually harassed, and other criteria which will provide for the safety of the inmates and staff. Such housing unit assignment shall be accomplished to the extent possible within the limits of the available number of distinct housing units or cells in a facility.

The written classification plan shall be based on objective criteria and include receiving screening performed at the time of intake by trained personnel, and a record of each inmate's classification level, housing restrictions, and housing assignments.

Each administrator of a Type II or III facility shall establish and implement a classification system which will include the use of classification officers or a classification committee in order to properly assign inmates to housing, work, rehabilitation programs, and leisure activities. Such a plan shall include the use of as much information as is available about the inmate and from the inmate and shall provide for a channel of appeal by the inmate to the facility administrator or designee. An inmate who has been sentenced to more than 60 days may request a review of his classification plan no more often than 30 days from his last review.

(b) Each administrator of a court holding facility shall establish and implement a written plan designed to provide for the safety of staff and inmates held at the facility. The plan shall include receiving and transmitting of information regarding inmates who represent unusual risk or hazard while confined at the facility, and the segregation of such inmates to the extent possible within the limits of the court holding facility.

(c) In deciding whether to assign an inmate to a housing area for male or female inmates, and in making other housing and programming assignments, the agency shall consider on a case-by-case basis whether a placement would ensure the inmate's health and

safety, and whether the placement would present management or security problems. An inmate's own views with respect to his or her own safety shall be given serious consideration.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1051. Communicable Diseases.**

The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures specifying those symptoms that require segregation of an inmate until a medical evaluation is completed. At the time of intake into the facility, an inquiry shall be made of the person being booked as to whether or not he/she has or has had any communicable diseases, such as tuberculosis or has observable symptoms of tuberculosis or any other communicable diseases, or other special medical problem identified by the health authority. The response shall be noted on the booking form and/or screening device.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1052. Mentally Disordered Inmates.**

The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures to identify and evaluate all mentally disordered inmates, and may include telehealth. If an evaluation from medical or mental health staff is not readily available, an inmate shall be considered mentally disordered for the purpose of this section if he or she appears to be a danger to himself/herself or others or if he/she appears gravely disabled. An evaluation from medical or mental health staff shall be secured within 24 hours of identification or at the next daily sick call, whichever is earliest. Segregation may be used if necessary to protect the safety of the inmate or others.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1053. Administrative Segregation.**

Except in Type IV facilities, each facility administrator shall develop written policies and procedures which provide for the administrative segregation of inmates who are determined to be prone to: promote activity or behavior that is criminal in nature or disruptive to facility operations; demonstrate influence over other inmates, including influence to promote or direct action or behavior that is criminal in nature or disruptive to the safety and security of other inmates or facility staff, as well as to the safe operation of the facility; escape; assault, attempted assault, or participation in a conspiracy to assault or harm other inmates or facility staff; or likely to need protection from other inmates, if such administrative segregation is determined to be necessary in order to obtain the objective of protecting the welfare of inmates and staff. Administrative segregation shall consist of separate and secure housing but shall not involve any other deprivation of privileges than is necessary to obtain the objective of protecting the inmates and staff.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

**§ 1054. Administrative Removal-Type IV Facility.**

In Type IV facilities, the facility administrator shall develop written policies and procedures which provide for the administrative removal of an inmate for the safety and well being of the inmate, the staff, the program, the facility, and/or the general public. Such removal shall be subject to review by the facility administrator or designee on the next business day.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

**§ 1055. Use of Safety Cell.**

The safety cell described in Title 24, Part 2, Section 1231.2.5, shall be used to hold only those inmates who display behavior which results in the destruction of property or reveals an intent to cause physical harm to self or others. The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures governing safety cell use and may delegate authority to place an inmate in a safety cell to a physician.

In no case shall the safety cell be used for punishment or as a substitute for treatment.

An inmate shall be placed in a safety cell only with the approval of the facility manager or designee, or responsible health care staff; continued retention shall be reviewed a minimum of every four hours. A medical assessment shall be completed within a maximum of 12 hours of placement in the safety cell or at the next daily sick call, whichever is earliest. The inmate shall be medically cleared for continued retention every 24 hours thereafter. The facility manager, designee or responsible health care staff shall obtain a mental health opinion/consultation with responsible health care staff on placement and retention, which shall be secured within 12 hours of placement. Direct visual observation shall be conducted at least twice every thirty minutes. Such observation shall be documented.

Procedures shall be established to assure administration of necessary nutrition and fluids. Inmates shall be allowed to retain sufficient clothing, or be provided with a suitably designed "safety garment," to provide for their personal privacy unless specific identifiable risks to the inmate's safety or to the security of the facility are documented.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

**§ 1056. Use of Sobering Cell.**

The sobering cell described in Title 24, Part 2, Section 1231.2.4, shall be used for the holding of inmates who are a threat to their own safety or the safety of others due to their state of intoxication and pursuant to written policies and procedures developed by the facility administrator. Such inmates shall be removed from the sobering cell as they are able to continue in the processing. In no case shall an inmate remain in a sobering cell

over six hours without an evaluation by a medical staff person or an evaluation by custody staff, pursuant to written medical procedures in accordance with section 1213 of these regulations, to determine whether the prisoner has an urgent medical problem. At 12 hours from the time of placement, all inmates will receive an evaluation by responsible health care staff. Intermittent direct visual observation of inmates held in the sobering cell shall be conducted no less than every half hour. Such observation shall be documented.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1057. Developmentally Disabled Inmates.**

The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the identification and evaluation, appropriate classification and housing, protection, and nondiscrimination of all developmentally disabled inmates.

The health authority or designee shall contact the regional center on any inmate suspected or confirmed to be developmentally disabled for the purposes of diagnosis and/or treatment within 24 hours of such determination, excluding holidays and weekends.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1058. Use of Restraint Devices.**

The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices and may delegate authority to place an inmate in restraints to a responsible health care staff. In addition to the areas specifically outlined in this regulation, at a minimum, the policy shall address the following areas: acceptable restraint devices; signs or symptoms which should result in immediate medical/mental health referral; availability of cardiopulmonary resuscitation equipment; protective housing of restrained persons; provision for hydration and sanitation needs; and exercising of extremities.

In no case shall restraints be used for punishment or as a substitute for treatment.

Restraint devices shall only be used on inmates who display behavior which results in the destruction of property or reveal an intent to cause physical harm to self or others. Restraint devices include any devices which immobilize an inmate's extremities and/or prevent the inmate from being ambulatory. Physical restraints should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the disordered behavior.

Inmates shall be placed in restraints only with the approval of the facility manager, the facility watch commander, responsible health care staff; continued retention shall be

reviewed a minimum of every hour. A medical opinion on placement and retention shall be secured within one hour from the time of placement. A medical assessment shall be completed within four hours of placement. If the facility manager, or designee, in consultation with responsible health care staff determines that an inmate cannot be safely removed from restraints after eight hours, the inmate shall be taken to a medical facility for further evaluation.

Direct visual observation shall be conducted at least twice every thirty minutes to ensure that the restraints are properly employed, and to ensure the safety and well-being of the inmate. Such observation shall be documented. While in restraint devices all inmates shall be housed alone or in a specified housing area for restrained inmates which makes provisions to protect the inmate from abuse.

The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain inmates for security reasons.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **§ 1058.5. Restraints and Pregnant Inmates.**

The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant inmates. In accordance with Penal Code 3407 the policy shall include reference to the following:

- 1) An inmate known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body.
- 2) A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public.
- 3) Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.
- 4) Upon confirmation of an inmate's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant inmates.

Note: Authority cited: Section 6030, Penal Code. Reference: Sections 3407 and 6030, Penal Code.

#### **§ 1059. DNA Collection, Use of Force.**

(a) Pursuant to Penal Code Section 298.1, authorized law enforcement, custodial, or corrections personnel including peace officers, may employ reasonable force to collect blood specimens, saliva samples, or thumb or palm print impressions from individuals who are required to provide such samples, specimens or impressions pursuant to Penal Code Section 296 and who refuse following written or oral request.



- (1) For the purpose of this regulation, the “use of reasonable force” shall be defined as the force that an objective, trained and competent correctional employee, faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance with this regulation.
- (2) The use of reasonable force shall be preceded by efforts to secure voluntary compliance. Efforts to secure voluntary compliance shall be documented and include an advisement of the legal obligation to provide the requisite specimen, sample or impression and the consequences of refusal.

(b) The force shall not be used without the prior written authorization of the facility watch commander on duty. The authorization shall include information that reflects the fact that the offender was asked to provide the requisite specimen, sample, or impression and refused.

(c) If the use of reasonable force includes a cell extraction, the extraction shall be videotaped, including audio. Video shall be directed at the cell extraction event. The videotape shall be retained by the agency for the length of time required by statute. Notwithstanding the use of the video as evidence in a criminal proceeding, the tape shall be retained administratively.

Note: Authority cited: Sections 298.1, 6024, and 6030, Penal Code. Reference: Sections 298.1 and 6030, Penal Code.

## **ARTICLE 6. INMATE PROGRAMS AND SERVICES**

### **§ 1061. Inmate Education Plan.**

The facility administrator of any Type II or III facility shall plan and shall request of appropriate public officials an inmate education program. When such services are not made available by the appropriate public officials, then the facility administrator shall develop and implement an education program with available resources. Such a plan shall provide for the voluntary academic and/or vocational education of housed inmates. Reasonable criteria for program eligibility shall be established and an inmate may be excluded or removed based on sound security practices or failure to abide by facility rules and regulations.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1062. Visiting.**

(a) The facility administrator shall develop written policies and procedures for inmate visiting which shall provide for as many in-person visits and visitors as facility schedules, space, and number of personnel will allow. For sentenced inmates in Type I facilities and all inmates in Type II facilities there shall be allowed no fewer than two visits totaling at

least one hour per inmate each week. In Type III and Type IV facilities there shall be allowed one or more visits, totaling at least one hour, per week.

(b) In Type I facilities, the facility administrator shall develop and implement written policies and procedures to allow visiting for non-sentenced detainees. The policies and procedures will include a schedule to assure that non-sentenced detainees will be afforded a visit no later than the calendar day following arrest.

(c) The visiting policies developed pursuant to this section shall include provision for visitation by minor children of the inmate.

(d) Video visitation may be used to supplement existing visitation programs, but shall not be used to fulfill the requirements of this section if in-person visitation is requested by an inmate.

(e) Facilities shall not charge for visitation when visitors are onsite and participating in either in-person or video visitation. For purposes of this subsection, "onsite" is defined as the location where the inmate is housed.

(f) Subdivision (d) shall not apply to facilities which (1) exclusively used video visitation prior to January 1, 2017 or (2) had been designed without in-person visitation space and conditionally awarded by the Board prior to June 27, 2017, funding authorized by Chapter 3.11 (commencing with Section 15820.90), Chapter 3.12 (commencing with Section 15820.91), Chapter 3.13 (commencing with Section 15820.92), or Chapter 3.131 (commencing with Section 15820.93).

(g) If a local detention facility offered video visitation only as of January 1, 2017, the first hour of remote video visitation per week shall be offered free of charge.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030 and 4030, Penal Code, and Section 15820.948, Government Code.

### **§ 1063. Correspondence.**

The facility administrator shall develop written policies and procedures for inmate correspondence which provide that:

- (a) there is no limitation on the volume of mail that an inmate may send or receive;
- (b) inmate correspondence may be read when there is a valid security reason and the facility manager or his/her designee approves;
- (c) jail staff shall not review inmate correspondence to or from state and federal courts, any member of the State Bar or holder of public office, and the State Board of State and Community Corrections; however, jail authorities may open and inspect such mail only to search for contraband, cash, checks, or money orders and in the presence of the inmate;
- (d) inmates may correspond, confidentially, with the facility manager or the facility administrator; and,

- (e) those inmates who are without funds shall be permitted at least two postage paid envelopes and two sheets of paper each week to permit correspondence with family members and friends but without limitation on the number of postage paid envelopes and sheets of paper to his or her attorney and to the courts.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **§ 1064. Library Service.**

The facility administrator shall develop written policies and procedures for library service in all Type II, III, and IV facilities. The scope of such service shall be determined by the facility administrator. The library service shall include access to legal reference materials, current information on community services and resources, and religious, educational, and recreational reading material. In Type IV facilities such a program can be either in-house or provided through access to the community.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **§ 1065. Exercise and Recreation.**

(a) The facility administrator of a Type II or III facility shall develop written policies and procedures for an exercise and recreation program, in an area designed for recreation, which will allow a minimum of three hours of exercise distributed over a period of seven days. Such regulations as are reasonable and necessary to protect the facility's security and the inmates' welfare shall be included in such a program. In Type IV facilities, such a program can be either in-house or provided through access to the community.

(b) The facility administrator of a Type I facility shall make table games and/or television available to inmates.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **§ 1066. Books, Newspapers, Periodicals, and Writings.**

(a) The facility administrator of a Type II or III facility shall develop written policies and procedures which will permit inmates to purchase, receive and read any book, newspaper, periodical, or writing accepted for distribution by the United States Postal Service. Nothing herein shall be construed as limiting the right of a facility administrator to:

- (1) exclude any publications or writings based on any legitimate penological interest;
- (2) exclude obscene publications or writings, and mail containing information concerning where, how, or from whom such matter may be obtained; and any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence; any matter of a character tending to incite crimes against children; any matter concerning unlawful gambling or an unlawful lottery; the

manufacture or use of weapons, narcotics, or explosives; or any other unlawful activity;

- (3) open and inspect any publications or packages received by an inmate; and
- (4) restrict the number of books, newspapers, periodicals, or writings the inmate may have in his/her cell or elsewhere in the facility at one time.

(b) The facility administrator of a Type I facility shall develop and implement a written plan to make available a daily newspaper in general circulation, including a non-English language publication, to assure reasonable access to interested inmates.

Note: Authority cited: Section 6030, Penal Code. Reference: Sections 6030, Penal Code.

### **§ 1067. Access to Telephone.**

The facility administrator shall develop written policies and procedures which allow reasonable access to a telephone beyond those telephone calls which are required by Section 851.5 of the Penal Code.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1068. Access to the Courts and Counsel.**

The facility administrator shall develop written policies and procedures to ensure inmates have access to the court and to legal counsel. Such access shall consist of:

- (a) unlimited mail as provided in Section 1063 of these regulations, and,
- (b) confidential consultation with attorneys.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1069. Inmate Orientation.**

(a) In Type II, III, and IV facilities, the facility administrator shall develop written policies and procedures for the implementation of a program reasonably understandable to inmates designed to orient a newly received inmate at the time of placement in a living area. Such a program shall be published and include, but not be limited to, the following:

- (1) correspondence, visiting, and telephone usage rules;
- (2) rules and disciplinary procedures;
- (3) inmate grievance procedures;
- (4) programs and activities available and method of application;
- (5) medical services;
- (6) classification/housing assignments;
- (7) court appearance where scheduled, if known;
- (8) voting, including registration; and,
- (9) zero tolerance policy against sexual abuse and sexual harassment.

(b) In Type I facilities, the facility administrator shall develop written policies and procedures for a program reasonably understandable to non-sentenced detainees to orient an inmate at the time of placement in a living area. Such a program shall be published and include, but not be limited to, the following:

- (1) rules and disciplinary procedures;
- (2) visiting rules;
- (3) availability of personal care items, opportunities for personal hygiene;
- (4) availability of reading and recreational materials; and,
- (5) medical/mental health procedures.

Note: Authority cited: Sections 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1070. Individual/Family Service Programs.**

The facility administrator of a Type II, III, or IV facility shall develop written policies and procedures which facilitate cooperation with appropriate public or private agencies for individual and/or family social service programs for inmates. Such a program shall utilize the services and resources available in the community and may be in the form of a resource guide and/or actual service delivery. The range and source of such services shall be at the discretion of the facility administrator and may include:

- (a) risk and needs assessments;
- (b) best practices in:
  - (1) individual, group and/or family counseling;
  - (2) drug and alcohol abuse counseling;
  - (3) cognitive behavioral interventions;
  - (4) vocational testing and counseling;
  - (5) employment counseling;
- (c) referral to community resources and programs;
- (d) reentry planning and service development;
- (e) legal assistance;
- (f) regional center services for the developmentally disabled; and,
- (g) community volunteers.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1071. Voting.**

The facility administrator of a Type I (holding sentenced inmate workers) II, III or IV facility shall develop written policies and procedures whereby the county registrar of voters allows qualified voters to vote in local, state, and federal elections, pursuant to election codes.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1072. Religious Observances.**

The facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures to provide opportunities for inmates to participate in religious services, practices and counseling on a voluntary basis.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1073. Inmate Grievance Procedure.**

(a) Each administrator of a Type II, III, or IV facility and Type I facilities which hold inmate workers shall develop written policies and procedures whereby any inmate may appeal and have resolved grievances relating to any conditions of confinement, included but not limited to: medical care; classification actions; disciplinary actions; program participation; telephone, mail, and visiting procedures; and food, clothing, and bedding. Such policies and procedures shall include:

- (1) a grievance form or instructions for registering a grievance;
- (2) resolution of the grievance at the lowest appropriate staff level;
- (3) appeal to the next level of review;
- (4) written reasons for denial of grievance at each level of review which acts on the grievance;
- (5) provision for response within a reasonable time limit; and,
- (6) provision for resolving questions of jurisdiction within the facility.

(b) Grievance System Abuse:

The facility may establish written policy and procedure to control the submission of an excessive number of grievances.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

## **ARTICLE 7. DISCIPLINE**

### **§ 1080. Rules and Disciplinary Penalties.**

Wherever discipline is administered, each facility administrator shall establish written rules and disciplinary penalties to guide inmate conduct. Such rules and disciplinary penalties shall be stated simply and affirmatively, and posted conspicuously in housing units and the booking area or issued to each inmate upon booking. For those inmates who are illiterate or unable to read English, and for persons with disabilities, provision shall be made for the jail staff to instruct them verbally or provide them with material in an understandable form regarding jail rules and disciplinary procedures and penalties.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1081. Plan for Inmate Discipline.**

Each facility administrator shall develop written policies and procedures for inmate discipline. The plan shall include, but not be limited to, the following elements:

- (a) Temporary Loss of Privileges: For minor acts of non-conformance or minor violations of facility rules, staff may impose a temporary loss of privileges, such as access to television, telephones, commissary, or lockdown for less than 24 hours, provided there is written documentation and supervisory approval.
- (b) Punitive Actions: Major violations of facility rules or repetitive minor acts of non-conformance or repetitive minor violations of facility rules shall be reported in writing by the staff member observing the act and submitted to the disciplinary officer. The consequences of such violations may include, but are not limited to:
  - 1. Loss of good time/work time.
  - 2. Placement in disciplinary separation.
  - 3. Disciplinary separation diet.
  - 4. Loss of privileges mandated by regulations.

A staff member with investigative and punitive authority shall be designated as a disciplinary officer to impose such consequences. Staff shall not participate in disciplinary review if they are involved in the charges.

Such charges pending against an inmate shall be acted on with the following provisions and within specified timeframes:

- 1. A copy of the report, and/or a separate written notice of the violation(s), shall be provided to the inmate.
- 2. Unless declined by the inmate, a hearing shall be provided no sooner than 24 hours after the report has been submitted to the disciplinary officer and the inmate has been informed of the charges in writing. The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate, or for good cause.
- 3. The inmate shall be permitted to appear on his/her own behalf at the time of hearing and present witnesses and documentary evidence. The inmate shall have access to staff or inmate assistance when the inmate is illiterate or the issues are complex.
- 4. A charge(s) shall be acted on no later than 72 hours after an inmate has been informed of the charge(s) in writing.
- 5. Subsequent to final disposition of disciplinary charges by the disciplinary officer, the charges and the action taken shall be reviewed by the facility manager or designee.

6. The inmate shall be advised in a written statement by the fact-finders about the evidence relied on and the reasons for the disciplinary action. A copy of the record shall be kept pursuant to Penal Code Section 4019.5.
  7. There shall be a policy of review and appeal to a supervisor on all disciplinary action.
- (c) Nothing in this section precludes a facility administrator from administratively segregating any inmate from the general population or program for reasons of personal, mental, or physical health, or under any circumstance in which the safety of the inmates, staff, program, or community is endangered, pending disciplinary action or a review as required by Section 1053 of these regulations.
- (d) Nothing in this section precludes the imposition of conditions or restrictions that reasonably relate to a legitimate, non-punitive administrative purpose.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Sections 4019.5 and 6030, Penal Code.

### **§ 1082. Forms of Discipline.**

The degree of punitive actions taken by the disciplinary officer shall be directly related to the severity of the rule infraction. Acceptable forms of discipline shall consist of, but not be limited to, the following:

- (a) Loss of privileges.
- (b) Extra work detail.
- (c) Short term lockdown for less than 24 hours.
- (d) Removal from work details.
- (e) Forfeiture of "good time" credits earned under Penal Code Section 4019.
- (f) Forfeiture of "work time" credits earned under Penal Code Section 4019.
- (g) Disciplinary separation.
- (h) Disciplinary separation diet.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1083. Limitations on Disciplinary Actions.**

The Penal Code and the State Constitution expressly prohibit all cruel and unusual punishment. Additionally, there shall be the following limitations:

- (a) If an inmate is on disciplinary separation status for 30 consecutive days there shall be a review by the facility manager before the disciplinary separation status is continued. This review shall include a consultation with health care staff. Such reviews shall continue at least every fifteen days thereafter until the disciplinary status has ended. This review shall be documented.



- (b) The disciplinary separation cells or cell shall have the minimum furnishings and space specified in Title 24, Part 2, 1231.2.6 and 2.7. Occupants shall be issued clothing and bedding as specified in Articles 13 and 14 of these regulations and shall not be deprived of them through any portion of the day except that those inmates who engage in the destruction of bedding or clothing may be deprived of such articles. The decision to deprive inmates of such articles of clothing and bedding shall be reviewed by the facility manager or designee during each 24 hour period.
- (c) Penal Code Section 4019.5 expressly prohibits the delegation of authority to any inmate or group of inmates to exercise the right of punishment over any other inmate or group of inmates.
- (d) In no case shall a safety cell, as specified in Title 24, Part 2, 1231.2.5, or any restraint device be used for disciplinary purposes.
- (e) No inmate may be deprived of the implements necessary to maintain an acceptable level of personal hygiene as specified in Section 1265 of these regulations.
- (f) Food shall not be withheld as a disciplinary measure.
- (g) The disciplinary separation diet described in section 1247 of these regulations shall only be utilized for major violations of institutional rules.
  - (1) In addition to the provisions of Section 1247, the facility manager shall approve the initial placement on the disciplinary separation diet and ensure that medical staff is notified.
  - (2) In consultation with medical care staff, the facility manager shall approve any continuation on that diet every 72 hours after the initial placement.
- (h) Correspondence privileges shall not be withheld except in cases where the inmate has violated correspondence regulations, in which case correspondence may be suspended for no longer than 72 hours, without the review and approval of the facility manager.
- (i) In no case shall access to courts and legal counsel be suspended as a disciplinary measure.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **§ 1084. Disciplinary Records.**

Penal Code Section 4019.5 requires that a record is kept of all disciplinary infractions and punishment administered therefore. This requirement may be satisfied by retaining copies of rule violation reports and report of the disposition of each.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

### **ARTICLE 8. MINORS IN JAILS**

#### **§ 1100. Purpose.**

The purpose of this article is to establish minimum standards for local adult detention facilities, Types II and III, in which minors are lawfully detained.

Unless otherwise specified in statute or these regulations, minors lawfully held in local adult detention facilities shall be subject to the regulations and statutes governing those facilities found in Minimum Standards for Local Detention Facilities, Title 15, Division 1, Chapter 1, Subchapter 4, Section 1000 et seq. and Title 24, Part 1, Section 13-102, and Part 2, Section 1231, California Code of Regulations.

An existing jail built in accordance with construction standards in effect at the time of construction and approved for the detention of minors by the Board shall be considered as being in compliance with the provisions of this article unless the condition of the structure is determined by the Board to be dangerous to life, health or welfare of minors.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1101. Restrictions on Contact with Adult Prisoners.**

The facility administrator shall establish policies and procedures to restrict contact, as defined in Section 1006, between detained minors and adults confined in the facility.

In situations where brief or accidental contact may occur, such as booking or facility movement, facility staff (trained in the supervision of inmates) shall maintain a constant, side-by-side presence with the minor or the adult to prevent sustained contact.

The above restrictions do not apply to minors who are participating in supervised program activities pursuant to Section 208 (c) of the Welfare and Institutions Code.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1102. Classification.**

The facility administrator shall develop and implement a written plan designed to provide for the safety of staff and minors held at the facility. The plan shall include the following:

- (a) a procedure for receiving and transmitting information regarding minors who present a risk or hazard to self or others while confined at the facility, and the segregation of such minors to the extent possible within the limits of the facility.
- (b) a procedure to provide care for any minor who appears to be in need of or who requests medical, mental health, or developmental disability treatment. Written procedures shall be established by the responsible health administrator in cooperation with the facility administrator.
- (c) a suicide prevention program designed to identify, monitor, and provide treatment to those minors who present a suicide risk.
- (d) provide that minors be housed separately from adults and not be allowed to come or remain in contact with adults except as provided in Sections 208(c) of the Welfare and Institutions Code.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1103. Release Procedures.**

Facility staff shall notify the parents or guardians prior to the release of a minor. The minor's personal clothing and valuables shall be returned to the minor, parents or guardian, upon the minor's release or consent.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1104. Supervision of Minors.**

The facility administrator shall develop and implement policy and procedures that provide for:

- (a) continuous around-the-clock supervision of minors with assurance that staff can hear and respond; and,
- (b) safety checks of minors at least once every 30 minutes. These safety checks shall include the direct visual observation of movement and/or skin. Safety checks shall not be replaced, but may be supplemented by, an audio/visual electronic surveillance system designed to detect overt, aggressive, or assaultive behavior and to summon aid in emergencies. All safety checks shall be documented.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1105. Recreation Programs.**

The facility administrator shall develop written policies and procedures to provide a recreation program that shall protect the welfare of minors and other inmates, recognize facility security needs and comply with minimum jail standards for recreation (California Code of Regulations, Title 15, Section 1065).

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1106. Disciplinary Procedures.**

Nothing in this regulation shall prevent the administrator from removing a detained minor from the general population or program for reasons of the minor's mental or physical health; or under any circumstances in which the safety of the minor, other inmates, staff, the program or community is endangered, pending a disciplinary action or review.

- (a) Minors requiring disciplinary confinement shall be housed only in living areas designated for the detention of minors.
- (b) Permitted forms of discipline include:
  - (1) loss of privileges; and,
  - (2) disciplinary confinement.

- (c) Access to visitation and recreation shall be restricted only after a second level review by a supervisor or manager, and shall not extend beyond five days without subsequent review.
- (d) A status review shall be conducted for those minors placed in disciplinary confinement no less than every 24 hours.
- (e) Prohibited forms of discipline include:
  - (1) discipline that does not fit the violation;
  - (2) corporal punishment;
  - (3) inmate imposed discipline;
  - (4) placement in safety cells;
  - (5) deprivation of food; and,
  - (6) the adult disciplinary diet.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1120. Education Program for Minors in Jails.**

Whenever a minor is held in a Type II or III facility, the facility administrator shall coordinate with the County Department of Education or County Superintendent of Schools to provide education programs as required by Section 48200 of the Education Code.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1121. Health Education for Minors in Jails.**

The health administrator for each jail, in cooperation with the facility administrator and the local health officer, shall develop written policies and procedures to assure that age- and sex-appropriate health education and disease prevention programs are offered to minors.

The education program shall be updated as necessary to address current health priorities and meet the needs of the confined population.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1122. Reproductive Information and Services for Minors in Jails.**

The health administrator, in cooperation with the facility administrator, shall develop written policies and procedures to assure that reproductive health services are available to both male and female minors in jails.

Such services shall include, but not be limited to, those prescribed by Welfare and Institutions Code Sections 220, 221 and 222 and Health and Safety Code Section 123450.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1122.5. Pregnant Minors**

- (a) The health administrator, in cooperation with the facility administrator, shall develop written policies and procedures pertaining to pregnant minors that address the requirements in Title 15, Section 1417.
- (b) The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant minors. The policy shall address requirements of Penal Code 3407. Policy shall include reference to the following:
  - 1) A minor known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body.
  - 2) A pregnant minor in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the minor, the staff, or the public.
  - 3) Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant minor during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.
  - 4) Upon confirmation of a minor's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant minors.

Note: Authority cited: Section 6030, Penal Code. Reference: Sections 3407 and 6030, Penal Code.

### **§ 1123. Health Appraisals/Medical Examinations for Minors in Jails.**

When a minor is held in a jail, the health administrator, in cooperation with the facility administrator, shall develop policy and procedures to assure that a health appraisal/medical examination:

- (a) is received from the sending facility at or prior to the time of transfer; and
- (b) is reviewed by designated health care staff at the receiving facility; or,
- (c) absent a previous appraisal/examination or receipt of the record, a health appraisal/medical examination, as outlined in Minimum Standards for Juvenile Facilities, Section 1432, Health Appraisals/Medical Examinations is completed on the minor within 96 hours of admission.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1124. Prostheses and Orthopedic Devices for Minors in Jails.**

The health administrator, in cooperation with the facility administrator and the responsible physician shall develop written policy and procedures regarding the provision, retention and removal of medical and dental prostheses, including eyeglasses and hearing aids for minors in jail.

- (a) Prostheses shall be provided when the health of the minor in the jail would otherwise be adversely affected, as determined by the responsible physician.
- (b) Procedures for retention and removal of prostheses shall comply with the requirements of Penal Code Section 2656.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1125. Psychotropic Medications for Minors in Jail.**

The health administrator/responsible physician, in cooperation with the mental health director and the facility administrator, shall develop written policies and procedures governing the use of voluntary and involuntary psychotropic medications for minors.

- (a) These policies and procedures shall include, but not be limited to:
  - (1) protocols for physicians' written and verbal orders for psychotropic medications in dosages appropriate to the minor's need;
  - (2) limitation to the length of time required for a physician's signature on verbal orders;
  - (3) the length of time voluntary and involuntary medications may be ordered and administered before re-evaluation by a physician;
  - (4) provision that minors who are on psychotropic medications prescribed in the community are continued on their medications pending re-evaluation and further determination by a physician;
  - (5) provision that the necessity for continuation on psychotropic medications is addressed in pre-release planning and prior to transfer to another facility or program; and,
  - (6) provision for regular clinical/administrative review of utilization patterns for all psychotropic medications, including every emergency situation.
- (b) Psychotropic medications shall not be administered to a minor absent an emergency unless informed consent has been given by the parent/guardian or the court.
  - (1) Minors shall be informed of the expected benefits, potential side effects and alternatives to psychotropic medications.
  - (2) Absent an emergency, minors may refuse treatment.
- (c) Minors found by a physician to be a danger to themselves or others by reason of a mental disorder may be involuntarily given psychotropic medication immediately necessary for the preservation of life or the prevention of serious bodily harm, and when there is insufficient time to obtain consent from the parent, guardian, or court before the threatened harm would occur. It is not necessary for harm to take place prior to initiating treatment.
- (d) Administration of psychotropic medication is not allowed for disciplinary reasons.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

## **ARTICLE 9. MINORS IN TEMPORARY CUSTODY IN A LAW ENFORCEMENT FACILITY**

### **§ 1140. Purpose.**

The purpose of this article is to establish minimum standards for law enforcement facilities in which minors are held in secure or non-secure custody.

Unless otherwise specified in statute or these regulations, minors lawfully held in local adult detention facilities shall be subject to the regulations and statutes governing those facilities found in Title 15, Division 1, Chapter 1, Subchapter 4, Section 1000 et seq. and Title 24, Part 1, Section 13-102, and Part 2, Section 1231, California Code of Regulations.

Note: Authority cited: Sections 6024 and 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.  
Reference: Section 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.

#### **§ 1141. Minors Arrested for Law Violations.**

Any minor taken into temporary custody by a peace officer, on the basis that they are a person described by Section 602 of the Welfare and Institutions Code, may be held in secure or non-secure custody within a law enforcement facility that contains a lockup for adults provided that the standards set forth in these regulations are met.

Note: Authority cited: Sections 6024 and 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.  
Reference: Section 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.

#### **§ 1142. Written Policies and Procedures.**

The facility administrator shall develop written policies and procedures concerning minors being held in temporary custody which shall address:

- (a) suicide risk and prevention;
- (b) use of restraints;
- (c) emergency medical assistance and services; and,
- (d) prohibiting use of discipline.

Note: Authority cited: Section 6030, Penal Code; and Section 210.2, Welfare and Institutions Code. Reference: Section 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.

#### **§ 1143. Care of Minors in Temporary Custody.**

(a) The following shall be made available to all minors held in temporary custody:

- (1) access to toilets and washing facilities;
- (2) one snack upon request during term of temporary custody if the minor has not eaten within the past four (4) hours or is otherwise in need of nourishment;
- (3) access to drinking water;
- (4) privacy during consultation with family, guardian, and/or lawyer;
- (5) blankets and clothing, as necessary, to assure the comfort of the minor; and,
- (6) his or her personal clothing unless the clothing is inadequate, presents a health or safety problem, or is required to be utilized as evidence of an offense.

Note: Authority cited: Sections 6024 and 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.  
Reference: Section 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.

#### **§ 1144. Contact Between Minors and Adult Prisoners.**

The facility administrator shall establish policies and procedures to restrict contact, as defined in Section 1006, between minors and adults confined in the facility. In situations where brief or accidental contact may occur, such as booking or facility movement, facility staff (trained in the supervision of inmates) shall maintain a constant, side-by-side presence with the minor or the adult to prevent sustained contact.

Note: Authority cited: Sections 6024 and 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.  
Reference: Section 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.

#### **§ 1145. Decision on Secure Custody.**

A minor who is taken into temporary custody by a peace officer on the basis that he or she is a person described by Section 602 of the Welfare and Institutions Code may be held in secure custody in a law enforcement facility that contains a lockup for adults if the minor is 14 years of age or older and if, in the reasonable belief of the peace officer, the minor presents a serious security risk of harm to self or others, as long as all other conditions of secure custody set forth in these standards are met. Any minor in temporary custody who is less than 14 years of age, or who does not in the reasonable belief of the peace officer present a serious security risk of harm to self or others, shall not be placed in secure custody, but may be kept in non-secure custody in the facility as long as all other conditions of non-secure custody set forth in these standards are met.

In making the determination whether the minor presents a serious security risk of harm to self or others, the officer may take into account the following factors:

- (a) age, maturity, and delinquent history of the minor;
- (b) severity of the offense(s) for which the minor was taken into custody;
- (c) minor's behavior, including the degree to which the minor appears to be cooperative or non-cooperative;
- (d) the availability of staff to provide adequate supervision or protection of the minor; and,
- (e) the age, type, and number of other individuals who are detained in the facility.

Note: Authority cited: Sections 6024 and 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.  
Reference: Section 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.

#### **§ 1146. Conditions of Secure Custody.**

While in secure custody, minors may be locked in a room or other secure enclosure, secured to a cuffing rail, or otherwise reasonably restrained as necessary to prevent escape and protect the minor and others from harm.



Note: Authority cited: Sections 6024 and 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.  
Reference: Section 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.

**§ 1147. Supervision of Minors in Secure Custody Inside a Locked Enclosure.**

(a) Minors shall receive adequate supervision which, at a minimum, includes:

- (1) constant auditory access to staff by the minor; and,
- (2) safety checks, as defined in Section 1006, of the minor by staff of the law enforcement facility, at least once every 30 minutes, which shall be documented.

(b) Males and females shall not be placed in the same locked room unless under constant direct visual observation by staff of the law enforcement facility.

Note: Authority cited: Sections 6024 and 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.  
Reference: Section 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.

**§ 1148. Supervision of Minors in Secure Custody Outside of a Locked Enclosure.**

Minors held in secure custody outside of a locked enclosure shall not be secured to a stationary object for more than 60 minutes unless no other locked enclosure is available. A staff person from the facility shall provide constant direct visual observation to assure the minor's safety while secured to a stationary object. Securing minors to a stationary object for longer than 60 minutes, and every 30 minutes thereafter, shall be approved by a supervisor. The decision for securing a minor to a stationary object for longer than 60 minutes, and every 30 minutes thereafter shall be based upon the best interests of the minor and shall be documented.

Note: Authority cited: Sections 6024 and 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.  
Reference: Section 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.

**§ 1149. Criteria for Non-Secure Custody.**

Minors held in temporary custody, who do not meet the criteria for secure custody as specified in Section 207.1(d) of the Welfare and Institutions Code, may be held in non-secure custody to investigate the case, facilitate release of the minor to a parent or guardian, or arrange for transfer of the minor to an appropriate juvenile facility.

Note: Authority cited: Sections 6024 and 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.  
Reference: Section 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.

**§ 1150. Supervision of Minors in Non-Secure Custody.**

Minors held in non-secure custody shall receive constant direct visual observation by staff of the law enforcement facility. Entry and release times shall be documented and made available for review. Monitoring a minor using audio, video, or other electronic devices shall never replace constant direct visual observation.

Note: Authority cited: Section 6030, Penal Code; and Section 210.2, Welfare and Institutions Code. Reference: Section 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.

**§ 1151. Minors Under the Influence of Any Intoxicating Substance in Secure or Non-Secure Custody.**

Facility administrators shall develop policies and procedures providing that a medical clearance shall be obtained for minors who are under the influence of drugs, alcohol or any other intoxicating substance to the extent that they are unable to care for themselves.

Supervision of minors in secure custody in a locked room who display outward signs of being under the influence of drugs, alcohol or any other intoxicating substance shall include safety checks at least once every 15 minutes until resolution of the intoxicated state or release. These safety checks shall be documented, with actual time of occurrence recorded.

Supervision of minors in secure custody outside of a locked room who display outward signs of being under the influence of drugs, alcohol or any other intoxicating substance shall be supervised in accordance with Section 1148.

Supervision of minors in nonsecure custody who display outward signs of being under the influence of drugs, alcohol or any other intoxicating substance shall be supervised in accordance with Section 1150.

Note: Authority cited: Sections 6024 and 6030, Penal Code; and Section 210.2, Welfare and Institutions Code. Reference: Section 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.

**ARTICLE 10. MINORS IN COURT HOLDING FACILITIES**

**§ 1160. Purpose.**

The purpose of this article is to establish minimum standards for court holding facilities in which minors are held pending appearance in juvenile or criminal court.

Unless otherwise specified in statute or these regulations, minors held in court holding facilities shall be subject to the regulations and statutes governing those facilities found in Title 15, Division 1, Chapter 1, Subchapter 4, Section 1000 et seq. and Title 24, Part I, Section 13-102, and Part 2, Section 1231, California Code of Regulations.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

**§ 1161. Conditions of Detention.**

Court holding facilities shall be designed to provide the following:

- (a) Separation of minors from adults in accordance with Section 208 of the Welfare and Institutions Code.

- (b) Segregation of minors in accordance with an established classification plan.
- (c) Secure non-public access, movement within and egress. If the same entrance/exit is used by both minors and adults, movements shall be scheduled in such a manner that there is no opportunity for contact.

An existing court holding facility built in accordance with construction standards at the time of construction shall be considered as being in compliance with this article unless the condition of the structure is determined by the appropriate authority to be dangerous to life, health, or welfare of minors. Upon notification of noncompliance with this section, the facility administrator shall develop and submit a plan for corrective action to the Board within 90 days.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1162. Supervision of Minors.**

A sufficient number of personnel shall be employed in each facility to permit unscheduled safety checks of all minors at least twice every 30 minutes, and to ensure the implementation and operation of the activities required by these regulations. There shall be a written plan that includes the documentation of safety checks.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1163. Classification.**

The administrator of a court holding facility shall establish and implement a written plan designed to provide for the safety of staff and minors held at the facility. The plan shall include receiving and transmitting of information regarding minors who represent a risk or hazard to self or others while confined at the facility, and the segregation of such minors to the extent possible within the limits of the court holding facility, and for the separation of minors from any adult inmate(s) as required by Section 208 of the Welfare and Institutions Code.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

## **ARTICLE 11. MEDICAL/MENTAL HEALTH SERVICES**

### **§ 1200. Responsibility for Health Care Services.**

(a) In Type I, II, III and IV facilities, the facility administrator shall have the responsibility to ensure provision of emergency and basic health care services to all inmates. Medical, dental, and mental health matters involving clinical judgments are the sole province of the responsible physician, dentist, and psychiatrist or psychologist respectively; however, security regulations applicable to facility personnel also apply to health personnel.

Each facility shall have at least one physician available to treat physical disorders. In Type IV facilities, compliance may be attained by providing access into the community;

however, in such cases, there shall be a written plan for the treatment, transfer, or referral in the event of an emergency.

(b) In court holding and temporary holding facilities, the facility administrator shall have the responsibility to develop written policies and procedures which ensure provision of emergency health care services to all inmates.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1202. Health Service Audits.**

The health authority shall develop and implement a written plan for annual statistical summaries of health care and pharmaceutical services that are provided. The responsible physician shall also establish a mechanism to assure that the quality and adequacy of these services are assessed annually. The plan shall include a means for the correction of identified deficiencies of the health care and pharmaceutical services delivered.

Based on information from these audits, the health authority shall provide the facility administrator with an annual written report on health care and pharmaceutical services delivered.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1203. Health Care Staff Qualifications.**

State and/or local licensure and/or certification requirements and restrictions, including those defining the recognized scope of practice specific to the profession, apply to health care personnel working in the facility the same as to those working in the community. Copies of licensing and/or certification credentials shall be on file in the facility or at a central location where they are available for review.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1204. Health Care Staff Procedure.**

Health care performed by personnel other than a physician shall be performed pursuant to written protocol or order of the responsible health care staff.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1205. Health Care Records.**

(a) The health authority shall maintain individual, complete and dated health records in compliance with state statute to include, but not be limited to:

- (1) receiving screening form/history;
- (2) health evaluation reports;
- (3) complaints of illness or injury;

- (4) names of personnel who treat, prescribe, and/or administer/deliver prescription medication;
  - (5) location where treated; and,
  - (6) medication records in conformance with section 1216.
- (b) The physician/patient confidentiality privilege applies to the health care record. Access to the health record shall be controlled by the health authority or designee. The health authority shall ensure the confidentiality of each inmate's health care record file (paper or electronic) and such files shall be maintained separately from and in no way be part of the inmate's other jail records. Within the provisions of HIPAA 45 C.F.R., Section 164.512(k)(5)(i), the responsible physician or designee shall communicate information obtained in the course of health screening and care to jail authorities when necessary for the protection of the welfare of the inmate or others, management of the jail, or maintenance of jail security and order.
- (c) Written authorization by the inmate is necessary for transfer of health care record information unless otherwise provided by law or administrative regulations having the force and effect of law.
- (d) Inmates shall not be used for health care recordkeeping.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

## **§ 1206. Health Care Procedures Manual.**

The health authority shall, in cooperation with the facility administrator, set forth in writing, policies and procedures in conformance with applicable state and federal law, which are reviewed and updated at least every two years and include but are not limited to:

- (a) summoning and application of proper medical aid;
- (b) contact and consultation with other treating health care professionals;
- (c) emergency and non-emergency medical and dental services, including transportation;
- (d) provision for medically required dental and medical prostheses and eyeglasses;
- (e) notification of next of kin or legal guardian in case of serious illness which may result in death;
- (f) provision for screening and care of pregnant and lactating women, including prenatal and postpartum information and health care, including but not limited to access to necessary vitamins as recommended by a doctor, information pertaining to childbirth education and infant care;
- (g) screening, referral and care of mentally disordered and developmentally disabled inmates;
- (h) implementation of special medical programs;
- (i) management of inmates suspected of or confirmed to have communicable diseases;
- (j) the procurement, storage, repackaging, labeling, dispensing, administration/delivery to inmates, and disposal of pharmaceuticals;
- (k) use of non-physician personnel in providing medical care;
- (l) provision of medical diets;
- (m) patient confidentiality and its exceptions;
- (n) the transfer of pertinent individualized health care information, or individual documentation that no health care information is available, to the health authority of another correctional system, medical facility, or mental health facility at the time each

inmate is transferred and prior notification pursuant to Health and Safety Code Sections 121361 and 121362 for inmates with known or suspected active tuberculosis disease. Procedures for notification to the transferring health care staff shall allow sufficient time to prepare the summary. The summary information shall identify the sending facility and be in a consistent format that includes the need for follow-up care, diagnostic tests performed, medications prescribed, pending appointments, significant health problems, and other information that is necessary to provide for continuity of health care. Necessary inmate medication and health care information shall be provided to the transporting staff, together with precautions necessary to protect staff and inmate passengers from disease transmission during transport;

(o) forensic medical services, including drawing of blood alcohol samples, body cavity searches, and other functions for the purpose of prosecution shall not be performed by medical personnel responsible for providing ongoing care to the inmates;

(p) provisions for application and removal of restraints on pregnant inmates consistent with Penal Code Section 3407;

(q) other Services mandated by statute; and,

(r) provisions for timely and appropriate medical and mental health screenings, access to medical and mental health services, and no-cost access to contraception and STD treatment, for inmates who have reported sexual abuse or sexual harassment, regardless of the location where the incident(s) occurred.

Note: Authority cited: Sections 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **§ 1206.5. Management of Communicable Diseases in a Custody Setting.**

(a) The responsible physician, in conjunction with the facility administrator and the county health officer, shall develop a written plan to address the identification, treatment, control and follow-up management of tuberculosis and other communicable diseases. The plan shall cover the intake screening procedures, identification of relevant symptoms, referral for a medical evaluation, treatment responsibilities during incarceration and coordination with public health officials for follow-up treatment in the community. The plan shall reflect the current local incidence of communicable diseases which threaten the health of inmates and staff.

(b) Consistent with the above plan, the health authority shall, in cooperation with the facility administrator and the county health officer, set forth in writing, policies and procedures in conformance with applicable state and federal law, which include, but are not limited to:

- (1) the types of communicable diseases to be reported;
- (2) the persons who shall receive the medical reports;
- (3) sharing of medical information with inmates and custody staff;
- (4) medical procedures required to identify the presence of disease(s) and lessen the risk of exposure to others;
- (5) medical confidentiality requirements;
- (6) housing considerations based upon behavior, medical needs, and safety of the affected inmates;
- (7) provisions for inmate consent that address the limits of confidentiality; and,

- (8) reporting and appropriate action upon the possible exposure of custody staff to a communicable disease.

Note: Authority cited: Section 6030, Penal Code. Reference: Sections 6030, 7501, and 7552, Penal Code.

### **§ 1207. Medical Receiving Screening.**

With the exception of inmates transferred directly within a custody system with documented receiving screening, a screening shall be completed on all inmates at the time of intake. This screening shall be completed in accordance with written procedures and shall include but not be limited to medical and mental health problems, developmental disabilities, tuberculosis and other communicable diseases. The screening shall be performed by licensed health personnel or trained facility staff, with documentation of staff training regarding site specific forms with appropriate disposition based on responses to questions and observations made at the time of screening. The training depends on the role staff are expected to play in the receiving screening process.

The facility administrator and responsible physician shall develop a written plan for complying with Penal Code Section 2656 (orthopedic or prosthetic appliance used by inmates).

There shall be a written plan to provide care for any inmate who appears at this screening to be in need of or who requests medical, mental health, or developmental disability treatment.

Written procedures and screening protocol shall be established by the responsible physician in cooperation with the facility administrator.

Note: Authority cited: Section 6030, Penal Code. Reference: Sections 2656 and 6030, Penal Code.

### **§ 1207.5. Special Mental Disorder Assessment.**

An additional mental health screening will be performed, according to written procedures, on women who have given birth within the past year and are charged with murder or attempted murder of their infants. Such screening will be performed at intake and if the assessment indicates postpartum psychosis a referral for further evaluation will be made.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1208. Access to Treatment.**

The health authority, in cooperation with the facility administrator, shall develop a written plan for identifying and/or referring any inmate who appears to be in need of medical, mental health or developmental disability treatment at any time during his/her incarceration subsequent to the receiving screening. The written plan shall also include the assessment and treatment of such inmates as described in Section 1207, Medical Receiving Screening. Assessment and treatment shall be performed by either licensed

health personnel or by persons operating under the authority and/or direction of licensed health personnel.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1208.5. Health Care Maintenance.**

For inmates undergoing prolonged incarceration, an age appropriate and risk factor based health maintenance visit shall take place within the inmate's second anniversary of incarceration. The specific components of the health maintenance examinations shall be determined by the responsible physician based on the age, gender, and health of the inmate. Thereafter, the health maintenance examinations shall be repeated at reasonable intervals as determined by the responsible physician.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1209. Mental Health Services and Transfer to Treatment Facility.**

(a) The health authority, in cooperation with the mental health director and facility administrator, shall establish policies and procedures to provide mental health services. These services shall include but not be limited to:

- (1) Identification and referral of inmates with mental health needs;
- (2) Mental health treatment programs provided by qualified staff, including the use of telehealth;
- (3) Crisis intervention services;
- (4) Basic mental health services provided to inmates as clinically indicated;
- (5) Medication support services;
- (6) The provision of health services sufficiently coordinated such that care is appropriately integrated, medical and mental health needs are met, and the impact of any of these conditions on each other is adequately addressed.

(b) Unless the county has elected to implement the provisions of Penal Code Section 1369.1, a mentally disordered inmate who appears to be a danger to himself or others, or to be gravely disabled, shall be transferred for further evaluation to a designated Lanterman Petris Short treatment facility designated by the county and approved by the State Department of Mental Health for diagnosis and treatment of such apparent mental disorder pursuant to Penal Code section 4011.6 or 4011.8 unless the jail contains a designated Lanterman Petris Short treatment facility. Prior to the transfer, the inmate may be evaluated by licensed health personnel to determine if treatment can be initiated at the correctional facility. Licensed health personnel may perform an onsite assessment to determine if the inmate meets the criteria for admission to an inpatient facility, or if treatment can be initiated in the correctional facility.

(c) If the county elects to implement the provisions of Penal Code Section 1369.1, the health authority, in cooperation with the facility administrator, shall establish policies and procedures for involuntary administration of medications. The procedures shall include, but not be limited to:

- (1) Designation of licensed personnel, including psychiatrist and nursing staff, authorized to order and administer involuntary medication;



- (2) Designation of an appropriate setting where the involuntary administration of medication will occur;
- (3) Designation of restraint procedures and/or devices that may be used to maintain the safety of the inmate and facility staff;
- (4) Development of a written plan to monitor the inmate's medical condition following the initial involuntary administration of a medication, until the inmate is cleared as a result of an evaluation by, or consultation with, a psychiatrist;
- (5) Development of a written plan to provide a minimum level of ongoing monitoring of the inmate following return to facility housing. This monitoring may be performed by custody staff trained to recognize signs of possible medical problems and alert medical staff when indicated; and
- (6) Documentation of the administration of involuntary medication in the inmate's medical record.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1210. Individualized Treatment Plans.**

(a) For each inmate treated by a mental health service in a jail, the responsible health care shall develop a written treatment plan. The custody staff shall be informed of the treatment plan when necessary, to ensure coordination and cooperation in the ongoing care of the inmate. This treatment plan shall include referral to treatment after release from the facility when recommended by treatment staff.

(b) For each inmate treated for health conditions for which additional treatment, special accommodations and/or a schedule of follow-up care is/are needed during the period of incarceration, responsible health care staff shall develop a written treatment plan. The custody staff shall be informed of the treatment plan when necessary, to ensure coordination and cooperation in the ongoing care of the inmate. This treatment plan shall include referral to treatment after release from the facility when recommended by treatment staff.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1211. Sick Call.**

There shall be written policies and procedures developed by the facility administrator, in cooperation with the health authority, which provides for a daily sick call conducted for all inmates or provision made that any inmate requesting medical/mental health attention be given such attention.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1212. Vermin Control.**

The responsible physician shall develop a written plan for the control and treatment of vermin-infested inmates. There shall be written, medical protocols, signed by the

responsible physician, for the treatment of persons suspected of being infested or having contact with a vermin-infested inmate.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1213. Detoxification Treatment.**

The responsible physician shall develop written medical policies on detoxification which shall include a statement as to whether detoxification will be provided within the facility or require transfer to a licensed medical facility. The facility detoxification protocol shall include procedures and symptoms necessitating immediate transfer to a hospital or other medical facility.

Facilities without medically licensed personnel in attendance shall not retain inmates undergoing withdrawal reactions judged or defined in policy, by the responsible physician, as not being readily controllable with available medical treatment. Such facilities shall arrange for immediate transfer to an appropriate medical facility.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1214. Informed Consent.**

The health authority shall set forth in writing a plan for informed consent of inmates in a language understood by the inmate. Except for emergency treatment, as defined in Business and Professions Code Section 2397 and Title 15, Section 1217, all examinations, treatments and procedures affected by informed consent standards in the community are likewise observed for inmate care. In the case of minors, or conservatees, the informed consent of parent, guardian or legal custodian applies where required by law. Any inmate who has not been adjudicated to be incompetent may refuse non-emergency medical and mental health care. Absent informed consent in non-emergency situations, a court order is required before involuntary medical treatment can be administered to an inmate.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1215. Dental Care.**

The facility administrator shall develop written policies and procedures to ensure emergency and medically required dental care is provided to each inmate, upon request, under the direction and supervision of a dentist, licensed in the state.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1216. Pharmaceutical Management.**

(a) The health authority in consultation with a pharmacist and the facility administrator, shall develop written plans, establish procedures, and provide space and accessories for

the secure storage, the controlled administration, and disposal of all legally obtained drugs. Such plans, procedures, space and accessories shall include, but not be limited to, the following:

- (1) securely lockable cabinets, closets, and refrigeration units;
- (2) a means for the positive identification of the recipient of the prescribed medication;
- (3) procedures for administration/delivery of medicines to inmates as prescribed;
- (4) confirming that the recipient has ingested the medication or accounting for medication under self-administration procedures outlined in Section 1216(d);
- (5) that prescribed medications have or have not been administered, by whom, and if not, for what reason;
- (6) prohibiting the delivery of drugs by inmates;
- (7) limitation to the length of time medication may be administered without further medical evaluation; and,
- (8) limitation to the length of time required for a physician's signature on verbal orders.
- (9) A written report shall be prepared by a pharmacist, no less than annually, on the status of pharmacy services in the institution. The pharmacist shall provide the report to the health authority and the facility administrator.

(b) Consistent with pharmacy laws and regulations, the health authority shall establish written protocols that limit the following functions to being performed by the identified personnel:

- (1) Procurement shall be done by a physician, dentist, pharmacist, or other persons authorized by law.
- (2) Storage of medications shall assure that stock supplies of legend medications shall be accessed only by licensed health personnel. Supplies of legend medications that have been dispensed and supplies of over-the-counter medications may be accessed by either licensed or non-licensed personnel.
- (3) Repackaging shall only be done by a physician, dentist, pharmacist, or other persons authorized by law.
- (4) Preparation of labels can only be done by a physician, dentist, pharmacist or other persons, either licensed or non-licensed, provided the label is checked and affixed to the medication container by the physician, dentist, or pharmacist before administration or delivery to the inmate. Labels shall be prepared in accordance with section 4076, Business and Professions Code.
- (5) Dispensing shall only be done by a physician, dentist, pharmacist, or persons authorized by law.
- (6) Administration of medication shall only be done by licensed health personnel who are authorized to administer medication acting on the order of a prescriber.
- (7) Delivery of medication may be done by either licensed or non-licensed personnel, e.g., custody staff, acting on the order of a prescriber.
- (8) Disposal of legend medication shall be done in accordance with pharmacy laws and regulations and requires any combination of two of the following

classifications: physician, dentist, pharmacist, or registered nurse. Controlled substances shall be disposed of in accordance with the Drug Enforcement Administration disposal procedures.

(c) Policy and procedures on “over-the-counter” medications shall include, but not be limited to, how they are made available, documentation when delivered by staff and precautions against hoarding large quantities.

(d) Policy and procedures may allow inmate self-administration of prescribed medications under limited circumstances. Policies and procedures shall include but are not limited to the following considerations:

- (1) Medications permitted for self-administration are limited to those with no recognized abuse potential. Medications for treatment of tuberculosis, psychotropic medication, controlled substances, injectables and any medications for which documentation of ingestion is essential are excluded from self-administration.
- (2) Inmates with histories of frequent rule violations of any type, or who are found to be in violation of rules regarding self-administration, are excluded from self-administration.
- (3) Prescribing health care staff document that each inmate participating in self-administration is capable of understanding and following the rules of the program and instructions for medication use.
- (4) Provisions are made for the secure storage of the prescribed medication when it is not on the inmate’s person.
- (5) Provisions are made for the consistent enforcement of self-medication rules by both custody and health care staff, with systems of communication among them when either one finds that an inmate is in violation of rules regarding self-administration.
- (6) Provisions are made for health care staff to perform documented assessments of inmate compliance with self-administration medication regimens. Compliance evaluations are done with sufficient frequency to guard against hoarding medication and deterioration of the inmate’s health.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1217. Psychotropic Medications.**

The responsible physician, in cooperation with the facility administrator, shall develop written policies and procedures governing the use of psychotropic medications. An inmate found by a physician to be a danger to him/herself or others by reason of mental disorders may be involuntarily given psychotropic medication appropriate to the illness on an emergency basis. Psychotropic medication is any medication prescribed for the treatment of symptoms of psychoses and other mental and emotional disorders. An emergency is a situation in which action to impose treatment over the inmate's objection is immediately necessary for the preservation of life or the prevention of serious bodily harm to the inmate or others, and it is impracticable to first gain consent. It is not necessary for harm to take place prior to treatment.

If psychotropic medication is administered during an emergency, such medication shall be only that which is required to treat the emergency condition. The medication shall be prescribed by a physician following a clinical evaluation. The responsible physician shall develop a protocol for the supervision and monitoring of inmates involuntarily receiving psychotropic medication.

Psychotropic medication shall not be administered to an inmate absent an emergency unless the inmate has given his or her informed consent in accordance with Welfare and Institutions Code Section 5326.2, or has been found to lack the capacity to give informed consent consistent with the county's hearing procedures under the Lanterman-Petris-Short Act for handling capacity determinations and subsequent reviews.

There shall be a policy which limits the length of time both voluntary and involuntary psychotropic medications may be administered and a plan of monitoring and re-evaluating all inmates receiving psychotropic medications, including a review of all emergency situations.

The administration of psychotropic medication is not allowed for disciplinary reasons.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1220. First Aid Kit(s).**

First aid kit(s) shall be available in all facilities. The responsible physician shall approve the contents, number, location and procedure for periodic inspection of the kit(s). In Court and Temporary Holding facilities, the facility administrator shall have the above approval authority, pursuant to Section 1200 of these regulations.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1230. Food Handlers.**

The responsible physician, in cooperation with the food services manager and the facility administrator, shall develop written procedures for medical screening of inmate food service workers prior to working in the facility kitchen. Additionally, there shall be written procedures for education and ongoing monitoring and cleanliness of these workers in accordance with standards set forth in Health and Safety Code, California Retail Food Code.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

## **ARTICLE 12. FOOD**

### **§ 1240. Frequency of Serving.**

In Temporary Holding, Type I, II, and III facilities, and those Type IV facilities where food is served, food shall be served three times in any 24-hour period. At least one of these meals shall include hot food. Supplemental food must be served to inmates if more than 14 hours pass between meals. Additionally, supplemental food must be served to inmates on medical diets in less than a 14-hour period if prescribed by the responsible physician.

A minimum of fifteen minutes shall be allowed for the actual consumption of each meal except for those inmates on medical diets where the responsible physician has prescribed additional time.

Provisions shall be made for inmates who may miss a regularly scheduled facility meal. They shall be provided with a substitute meal and beverage, and inmates on medical diets shall be provided with their prescribed meal.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1241. Minimum Diet.**

The minimum diet provided shall be based upon the nutritional and caloric requirements found in the 2011 Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies, the 2008 California Food Guide, and the 2015-2020 Dietary Guidelines for Americans. Facilities providing religious, vegetarian or medical diets, shall also conform to these nutrition standards. The nutritional requirements for the minimum diet are specified in the following subsections. A daily or weekly average of the food group's requirement is acceptable. A wide variety of food should be served.

(a) Protein Group. Includes beef, veal, lamb, pork, poultry, fish, eggs, cooked dry beans, peas, lentils, nuts, peanut butter and textured vegetable protein (TVP). One serving equals 14 grams or more of protein; the daily requirements shall be equal to three servings (a total of 42 grams per day or 294 grams per week). In addition, there shall be a requirement to serve a fourth serving from the legumes three days a week.

(b) Dairy Group. Includes milk (fluid, evaporated or dry; nonfat, 1% or 2% reduced fat, etc.); cheese (cottage, cheddar, etc.); yogurt; ice cream or ice milk; and pudding. A serving is equivalent to 8 oz. of fluid milk and provides at least 250 mg. of calcium. All milk shall be pasteurized and fortified with Vitamins A and D. The daily requirement is three servings. One serving can be from a fortified food containing at least 150 mg. of calcium. For persons 15-17 years of age, or pregnant and lactating women, the requirement is four servings of milk or milk products.

(c) Vegetable-Fruit Group. Includes fresh, frozen, dried and canned vegetables and fruits. One serving equals: 1/2 cup vegetable or fruit; 6 ounces of 100% juice; 1 medium apple, orange, banana, or potato; 1/2 grapefruit; or 1/4 cup dried fruit. The daily requirement of fruits and vegetables shall be five servings. At least one serving shall be from each of the following three categories:

(1) One serving of a fresh fruit or vegetable per day, or seven (7) servings per week.

- (2) One serving of a Vitamin C source containing 30 mg. or more per day or seven (7) servings per week.
- (3) One serving of a Vitamin A source, fruit or vegetable, containing 200 micrograms Retinol Equivalents (RE) or more per day, or seven servings per week.
- (d) Grain Group. Includes bread, rolls, pancakes, sweet rolls, ready-to-eat cereals, cooked cereals, corn bread, pasta, rice, tortillas, etc. and any food item containing whole or enriched grains. At least three servings from this group must be made with whole grains. The daily requirements shall be a minimum of six servings.

Providing only the minimum servings outlined in this regulation is not sufficient to meet the inmates' caloric requirements. Additional servings from the dairy, vegetable-fruit, and bread-cereal groups must be provided in amounts to meet caloric requirements. Saturated dietary fat should not exceed 10 percent of total calories on a weekly basis. Fat shall be added only in minimum amounts necessary to make the diet palatable. Facility diets shall consider the recommendations and intentions of the 2015-2020 Dietary Guidelines of Americans of reducing overall sugar and sodium levels.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **§ 1242. Menus.**

Menus in Type II and III facilities, and those Type IV facilities where food is served, shall be planned at least one month in advance of their use. Menus shall be planned to provide a variety of foods, thus preventing repetitive meals. Menus shall be approved by a registered dietitian before being used.

If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production sheet.

Menus, as planned, including changes, shall be evaluated by a registered dietitian at least annually.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **§ 1243. Food Service Plan.**

Facilities shall have a written food service plan that shall comply with the applicable California Retail Food Code. In facilities with an average daily population of 100 or more, there shall be employed or available, a trained experienced food services manager to prepare and implement a food service plan. In facilities of less than an average daily population of 100 that do not employ or have a food services manager available, the facility administrator shall prepare a food service plan. The plan shall include, but not limited to, the following policies and procedures:

- (a) menu planning;
- (b) purchasing;
- (c) storage and inventory control;

- (d) food preparation;
- (e) food serving;
- (f) transporting food;
- (g) orientation and ongoing training;
- (h) personnel supervision;
- (i) budgets and food cost accounting;
- (j) documentation and record keeping;
- (k) emergency feeding plan;
- (l) waste management; and
- (m) maintenance and repair; and
- (n) three-day mainline sample tray.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1245. Kitchen Facilities, Sanitation, and Food Storage.**

(a) Kitchen facilities, sanitation, and food preparation, service, and storage shall comply with standards set forth in Health and Safety Code, Division 104, Part 7, Chapters 1-13, Sections 113700 et seq. California Retail Food Code.

(b) In facilities where inmates prepare meals for self-consumption or where frozen meals or pre-prepared food from other permitted food facilities (see Health and Safety Code Section 114381) are (re)heated and served, the following applicable California Retail Food Code standards may be waived by the local health officer:

- (1) H & S Sections 114130-114141;
- (2) H & S Sections 114099.6, 114095-114099.5, 114101-114109, 114123, and 114125, if a domestic or commercial dishwasher capable of providing heat to the surface of the utensils of a temperature of at least 165 degrees Fahrenheit, is used for the purpose of cleaning and sanitizing multi-service utensils and multi-service consumer utensils;
- (3) H & S Sections 114149-114149.3 except that, regardless of such a waiver, the facility shall provide mechanical ventilation sufficient to remove gases, odors, steam, heat, grease, vapors and smoke from the kitchen;
- (4) H & S Sections 114268-114269; and,
- (5) H & S Sections 114279-114282.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1246. Food Serving and Supervision.**

Policies and procedures shall be developed and implemented to ensure that appropriate work assignments are made and food handlers are adequately supervised. Food shall be prepared and served only under the immediate supervision of a staff member.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.



### **§ 1247. Disciplinary Separation Diet.**

(a) A disciplinary separation diet which is nutritionally balanced may be served to an inmate. No inmate receiving a prescribed medical diet is to be placed on a disciplinary separation diet without review by the responsible physician or pursuant to a written plan approved by the physician. Such a diet shall be served twice in each 24 hour period and shall consist of one-half of the loaf (or a minimum of 19 oz. cooked loaf) described below or other equally nutritious diet, along with two slices of whole wheat bread and at least one quart of drinking water if the cell does not have a water supply. The use of disciplinary separation diet shall constitute an exception to the three-meal-a-day standard. Should a facility administrator wish to provide an alternate disciplinary diet, such a diet shall be submitted to the Board for approval.

(b) The disciplinary diet loaf shall consist of the following:

- 2-1/2 oz. nonfat dry milk
- 4-1/2 oz. raw grated potato
- 3 oz. raw carrots, chopped or grated fine
- 1-1/2 oz. tomato juice or puree
- 4-1/2 oz. raw cabbage, chopped fine
- 7 oz. lean ground beef, turkey or rehydrated, canned, or frozen Textured Vegetable Protein (TVP)
- 2-1/2 fl. oz. oil
- 1-1/2 oz. whole wheat flour
- 1/4 tsp. salt
- 4 tsp. raw onion, chopped
- 1 egg
- 6 oz. dry red beans, pre-cooked before baking (or 16 oz. canned or cooked red kidney beans)
- 4 tsp. chili powder

Shape into a loaf and bake at 350-375 degrees for 50-70 minutes.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1248. Medical Diets.**

The responsible physician, in consultation with the facility administrator, shall develop written policies and procedures that identify the individual(s) who are authorized to prescribe a medical diet. The medical diets utilized by a facility shall be planned, prepared and served with consultation from a registered dietitian. The facility manager shall comply with any medical diet prescribed for an inmate.

The facility manager and responsible physician shall ensure that the medical diet manual, which includes sample menus of medical diets, shall be available in both the medical unit and the food service office for reference and information. A registered dietitian shall review, and the responsible physician shall approve, the diet manual on an annual basis.

Pregnant women shall be provided a balanced, nutritious diet approved by a doctor.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

## **ARTICLE 13. INMATE CLOTHING AND PERSONAL HYGIENE**

### **§ 1260. Standard Institutional Clothing.**

The standard issue of climatically suitable clothing to inmates held after arraignment in all but Court Holding, Temporary Holding and Type IV facilities shall include, but not be limited to:

- (a) clean socks and footwear;
- (b) clean outer garments; and,
- (c) clean undergarments;
  - (1) for males - shorts and undershirt, and
  - (2) for females - bra and two pairs of panties.

The inmates' personal undergarments and footwear may be substituted for the institutional undergarments and footwear specified in this regulation. This option notwithstanding, the facility has the primary responsibility to provide the personal undergarments and footwear.

Clothing shall be reasonably fitted, durable, easily laundered and repaired.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1261. Special Clothing.**

Provision shall be made to issue suitable additional clothing, essential for inmates to perform such special work assignments as food service, medical, farm, sanitation, mechanical, and other specified work.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1262. Clothing Exchange.**

There shall be written policies and procedures developed by the facility administrator for the scheduled exchange of clothing. Unless work, climatic conditions, illness, or California Retail Food Code necessitates more frequent exchange, outer garments, except footwear, shall be exchanged at least once each week. Undergarments and socks shall be exchanged twice each week.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1263. Clothing Supply.**

There shall be a quantity of clothing, bedding, and linen available for actual and replacement needs of the inmate population.

Written policy and procedures shall specify handling of laundry that is known or suspected to be contaminated with infectious material.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **§ 1264. Control of Vermin in Inmates' Personal Clothing.**

There shall be written policies and procedures developed by the facility administrator to control the contamination and/or spread of vermin in all inmates' personal clothing. Infested clothing shall be cleaned, disinfected, or stored in a closed container so as to eradicate or stop the spread of the vermin.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **§ 1265. Issue of Personal Care Items.**

There shall be written policies and procedures developed by the facility administrator for the issue of personal hygiene items. Each female inmate shall be provided with sanitary napkins, panty liners, and tampons as requested. Each inmate to be held over 24 hours who is unable to supply himself/herself with the following personal care items, because of either indigency or the absence of an inmate canteen, shall be issued:

- (a) toothbrush,
- (b) dentifrice,
- (c) soap,
- (d) comb, and
- (e) shaving implements.

Inmates shall not be required to share any personal care items listed in items "a" through "d."

Inmates will not share disposable razors. Double edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among inmates, must be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in Sections 979 and 980, Division 9, Title 16, California Code of Regulations.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **§ 1266. Showering.**

There shall be written policies and procedures developed by the facility administrator for inmate showering/bathing. Inmates shall be permitted to shower/bathe upon assignment to a housing unit and at least every other day or more often if possible.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1267. Hair Care Services.**

(a) Hair care services shall be available.

(b) Inmates, except those who may not shave for reasons of identification in court, shall be allowed to shave daily and receive hair care services at least once a month. The facility administrator may suspend this requirement in relation to inmates who are considered to be a danger to themselves or others.

(c) Equipment shall be disinfected, after each use, by a method approved by the State Board of Barbering and Cosmetology to meet the requirements of Title 16, Division 9, Sections 979 and 980, California Code of Regulations.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

## **ARTICLE 14. BEDDING AND LINEN**

### **§ 1270. Standard Bedding and Linen Issue.**

The standard issue of clean suitable bedding and linens, for each inmate entering a living area who is expected to remain overnight, shall include, but not be limited to:

- (a) one serviceable mattress which meets the requirements of Section 1272 of these regulations;
- (b) one mattress cover or one sheet;
- (c) one towel; and,
- (d) one blanket or more depending upon climatic conditions.

Two blankets or sleep bag may be issued in place of one mattress cover or one sheet.

Temporary Holding facilities which hold persons longer than 12 hours shall meet the requirements of (a), (b) and (d) above.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **§ 1271. Bedding and Linen Exchange.**

There shall be written policies and procedures developed by the facility administrator for the scheduled exchange of laundered and/or sanitized bedding and linen issued to each inmate housed. Washable items such as sheets, mattress covers, and towels shall be exchanged for clean replacement at least once each week. If a top sheet is not issued, blankets or sleep bags shall be laundered or dry cleaned at least once a month or more often if necessary. If a top sheet is issued, blankets shall be laundered or dry cleaned at least every three months.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

**§ 1272. Mattresses.**

Any mattress issued to an inmate in any facility shall be enclosed in an easily cleaned, non-absorbent ticking, and conform to the size of the bunk as referenced in Title 24, Part 2, Section 1231.3.5, Beds. Any mattress purchased for issue to an inmate in a facility which is locked to prevent unimpeded access to the outdoors shall be certified by the manufacturer as meeting all requirements of the State Fire Marshal and the Bureau of Home Furnishings' test standard for penal mattresses at the time of purchase.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

**ARTICLE 15. FACILITY SAFETY AND SECURITY**

**§ 1280. Facility Sanitation, Safety, and Maintenance.**

The facility administrator shall develop written policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. Such a plan shall provide for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices which may be found.

Medical care housing as described in Title 24, Part 2, Section 1231.2.14, shall be cleaned and sanitized according to policies and procedures established by the health authority.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

# Auburn Jail Schedule

## Day Shift

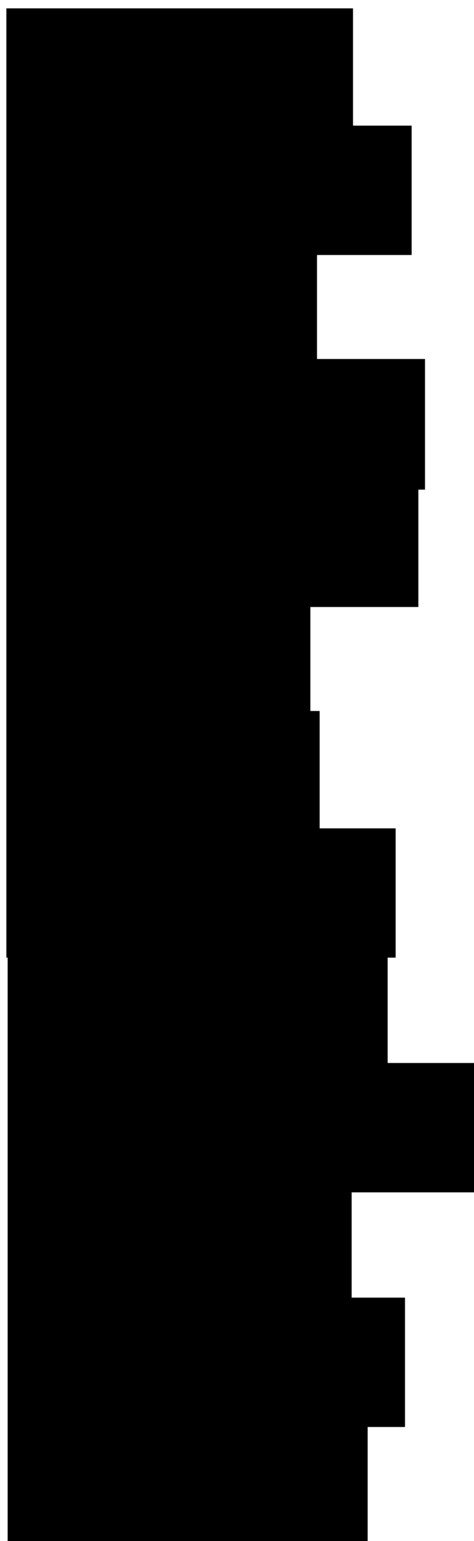


## Night Shift



# Placer County Sheriff's Office

## Phonetic Alphabet





# Placer County

## Sheriff - Coroner - Marshal

### Use of Force Report Checklist

Sergeant Review: \_\_\_\_\_

PCSO Crime/Incident Report# \_\_\_\_\_

COVERED IN REPORT	
<b>Type of Incident</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"><li>- Certain Incidents are more prone to violence than others.</li><li>- Deputy/Officer experience and training</li><li>- Dispatched, self-initiated, inmate information</li></ul>	
<b>Dispatch</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"><li>- Updated information given by the Housing Unit/Tank/Officer on scene</li><li>- Are there any weapons involved?</li><li>- Are there drugs and/or alcohol involved?</li><li>- Is it inmate on inmate or inmate v. officer</li></ul>	
<b>Area history</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"><li>- Have we had incidents with the subject or Housing unit in the past?</li><li>- Reason?</li><li>- Is the subject known to our system?</li><li>- If so, what priors does he/she have?</li><li>- Does the responding Deputy/Officer have personal knowledge of the subject?</li></ul>	
<b>Officer arrival</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>

COVERED IN REPORT	
<b>Officer's actions/statements</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"><li>- Did you attempt to talk the subject down (Tac. Comm.)?</li><li>- Use an audio recorder if you have one.</li><li>- Orders given by the Deputy/Officer</li></ul>	
<b>Force used</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"><li>- What level of force did you use (Control Hold, Impact Weapons etc...)?</li><li>- What specific technique did you use?</li><li>- Was it a technique taught to you by a Weaponless Defense Instructor? If not, describe what techniques you used and why you used it.</li><li>- Where on the body was the technique applied?</li><li>- Was the level of force used effective or did you have to transition to another technique?</li><li>- What was the response of other officers? Have them write a supplemental report.</li><li>- What were you thinking/mindset during the use of force?</li></ul>	
<b>Transport procedures</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"><li>- Was the suspect transported by Fire? In a patrol vehicle?</li><li>- Was the suspect seat belted in?</li></ul>	

Comments: \_\_\_\_\_

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# Placer County

## Sheriff - Coroner - Marshal

### Use of Force Report Checklist

Sergeant Review: \_\_\_\_\_

PCSO Crime/Incident Report# \_\_\_\_\_

	COVERED IN REPORT	
<b>Type of Incident</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<ul style="list-style-type: none"><li>- Certain Incidents are more prone to violence than others.</li><li>- Deputy/Officer experience and training</li><li>- Dispatched, self-initiated, inmate information</li></ul>		
<b>Dispatch</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<ul style="list-style-type: none"><li>- Updated information given by the Housing Unit/Tank/Officer on scene</li><li>- Are there any weapons involved?</li><li>- Are there drugs and/or alcohol involved?</li><li>- Is it inmate on inmate or inmate v. officer</li></ul>		
<b>Area history</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<ul style="list-style-type: none"><li>- Have we had incidents with the subject or Housing unit in the past?</li><li>- Reason?</li><li>- Is the subject known to our system?</li><li>- If so, what priors does he/she have?</li><li>- Does the responding Deputy/Officer have personal knowledge of the subject?</li></ul>		
<b>Officer arrival</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<ul style="list-style-type: none"><li>- Note time of arrival and first observations</li><li>- Is there a crowd gathered?</li><li>- Is this a high risk housing area?</li><li>- What did you see, smell, hear?</li><li>- What is your perception?</li></ul>		
<b>Officer approach</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<ul style="list-style-type: none"><li>- Lighting, Terrain</li><li>- Is the subject aware you are a Law Enforcement Officer?</li><li>- Did you announce your presence?</li><li>- Full uniform or Plain Clothes</li><li>- Size of the officer vs. subject</li><li>- Physical condition of the officer vs. subject</li></ul>		
<b>Subject's actions/statements</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<ul style="list-style-type: none"><li>- What is the subject's mental state?</li><li>- Does the subject have any perceived martial arts skills you should be concerned with?</li><li>- Are there any aggression indicators?</li><li>- Is the subject actively or passively resisting?</li></ul>		

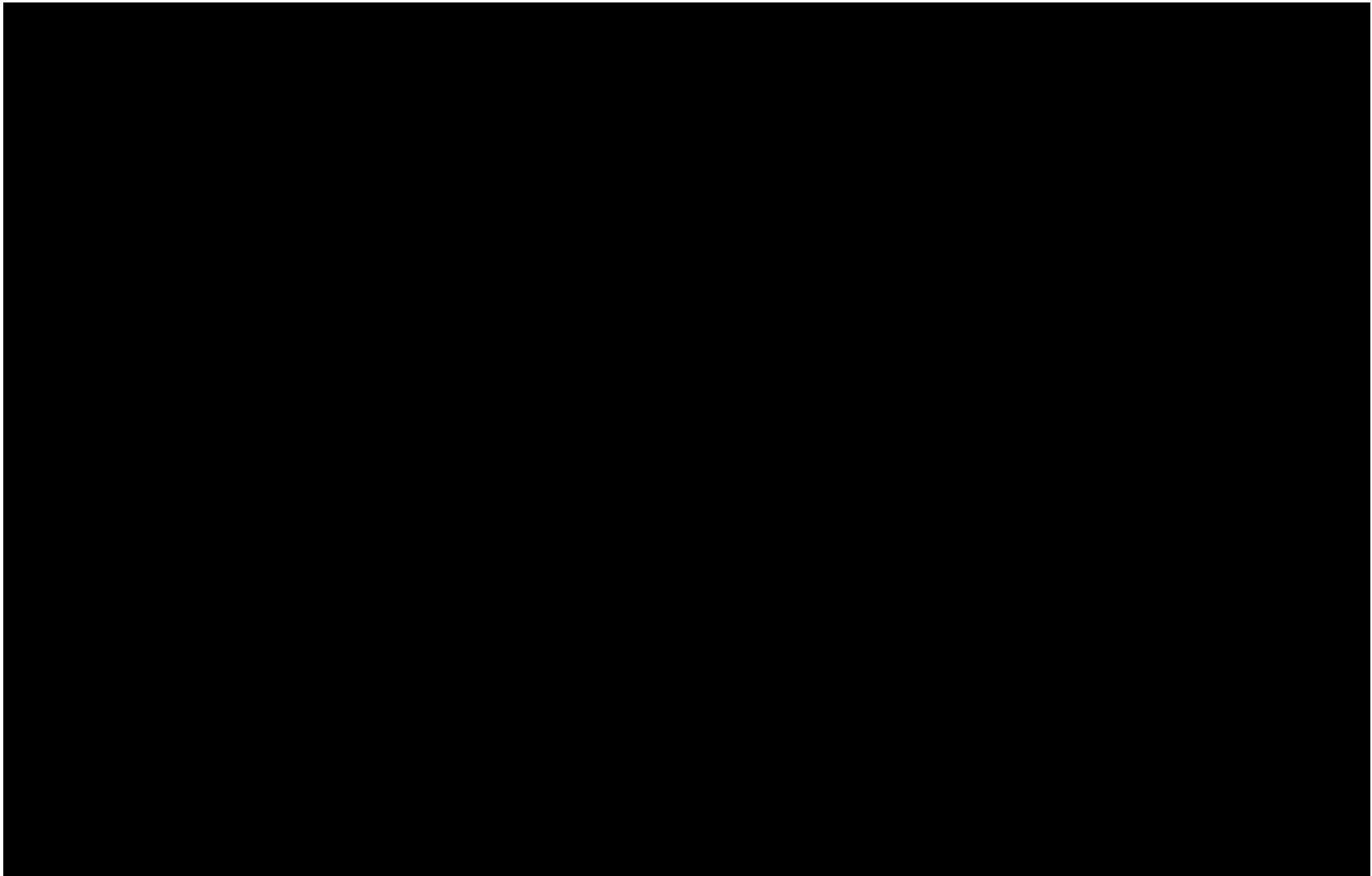
	COVERED IN REPORT	
<b>Officer's actions/statements</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<ul style="list-style-type: none"><li>- Did you attempt to talk the subject down (Tac. Comm.)?</li><li>- Use an audio recorder if you have one.</li><li>- Orders given by the Deputy/Officer</li></ul>		
<b>Force used</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<ul style="list-style-type: none"><li>- What level of force did you use (Control Hold, Impact Weapons etc...)?</li><li>- What specific technique did you use?</li><li>- Was it a technique taught to you by a Weaponless Defense Instructor? If not, describe what techniques you used and why you used it.</li><li>- Where on the body was the technique applied?</li><li>- Was the level of force used effective or did you have to transition to another technique?</li><li>- What was the response of other officers? Have them write a supplemental report.</li><li>- What were you thinking/mindset during the use of force?</li></ul>		
<b>Transport procedures</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<ul style="list-style-type: none"><li>- Was the suspect transported by Fire? In a patrol vehicle?</li><li>- Was the suspect seat belted in?</li><li>- Did the suspect have to be "hobbled"/restraint chair?</li></ul>		
<b>Witness statements</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<ul style="list-style-type: none"><li>- Where were they?</li><li>- Did they know the suspect?</li><li>- What did they see?</li><li>- What did they hear?</li><li>- What was their opinion?</li></ul>		
<b>After Action</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<ul style="list-style-type: none"><li>- Document all injuries or lack of injuries.</li><li>- Photos (Inmate and Officer)</li><li>- Medical treatment</li><li>- Suspect interview</li><li>- Collection of evidence on scene (Officer clothing, equipment, tools, etc.)</li></ul>		
<b>Video/Audio Review</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<ul style="list-style-type: none"><li>- Taser, Housing Unit video, body cam</li><li>- Audio recorder, Cell audio</li><li>- Sgt. and Deputy/Officer review</li></ul>		

Comments: \_\_\_\_\_

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[Redacted text line]

